



# FERPA INSTRUCTIONS for A.S. & ICC Student Leaders



## Step #1: Training & Quiz

- ▶ Family Educational Rights and Privacy Act (FERPA)
- ▶ Students who would like to volunteer in A.S. or ICC (includes club officers), must complete this online training and quiz before they can handle any student information.
- ▶ Student Versions:  
<https://www.smc.edu/admission-aid/student-records/ferpa.php>
  - ▶ Scroll down to the Student Version of the FERPA Power Point Training
  - ▶ Scroll down to the Student Version of the FERPA Student Quiz

## Step #2: Confirmation Email

- ▶ You will receive a confirmation email from Mr. Esau Tovar, SMC Dean of Enrollment.
- ▶ Before you forward your email,
  1. Read and follow instructions.
    - a. You can type in your initials and signature if you cannot sign the email.
  2. Type in the email the following information:
    - a. Clubs- your officer title and club name
    - b. Applicants- the position you are applying for in the A.S.
- ▶ Forward signed email to [OSL@SMC.EDU](mailto:OSL@SMC.EDU)