

LEHMAN COLLEGE

The City University of New York

AGREEMENT TO MAINTAIN THE CONFIDENTIALITY, PRIVACY AND INTEGRITY OF RECORDS

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

All Lehman College employees, including FEDERAL WORK STUDY students, who may have access to student education records/or client information, must adhere to federal FERPA regulations, which govern the confidentiality, use, and release of these records. In general, under FERPA, all student information/client information must be treated as confidential. Even the release of so-called public or "directory information" may be subject to restriction on an individual basis. An employee of the college must not, under any circumstances, release to any person (or persons) information about a student/client unless their position specifically requires them to do so. FEDERAL WORK STUDY students should refer any requests for information to their immediate Supervisor.

***My signature below certifies that I have read and understand the provisions of the
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA).***

I hereby agree to maintain the confidentiality of and to protect the privacy and integrity of any and all student, faculty, staff or applicant records/information during and after the period of my employment. I will not directly or indirectly communicate to any person other than my supervisor or his/her superiors, or an individual approved by my Supervisor, any information concerning such records. I understand that any such prohibited disclosure may be grounds for disciplinary action such as termination of my employment, denial of future employment and civil or criminal court action.

Print Name: _____

Signature: _____

SS# _____

Date: _____

FERPA MOTTO: "Keep any information obtained in the workplace at the workplace."

Office of Financial Aid

Phone: 718.960.8545 Fax: 718.960.8328

Email: financial.aid@mail.lehman.edu Website: www.lehman.edu/vpstud/finaid

250 Bedford Park Boulevard West Bronx, NY 10468