

Federal Work-Study (FWS) Program

CONFIDENTIALITY FORM

I, _____ SS #: _____ - _____ - _____, as a full-time or part-time volunteer, student worker, or employee of San Joaquin Delta College, have read and understand the Student Services' Confidentiality Policy as outlined below. I agree to comply with this policy. I will exercise caution in handling confidential student record information, including, but not limited to student reports, memos, grade reports, GPA information, computer terminal screen displays, etc.

I understand that violation of this agreement may constitute a basis for termination of my employment, and/or termination of my student status.

Date

Student's Signature

I have reviewed the Confidentiality Policy (SJDC Policy and Procedures 5110 and 5111) with the above student.

Date

Supervisor/Manager

Student records must be maintained in strict confidentiality. They are protected by both the federal Family Educational Rights and Privacy Act (20 U.S.C. Sections 1232 et seq.) and the California Student Act (Education Code Sections 76200 et seq. for community college districts.). Except as a specifically permitted by law, no person other than the student named in a record may have access to the records. All other persons must obtain written permission signed by the student authorizing the release of information.

No volunteer, student assistant, or nonsupervisory employee may release confidential information without discussing the request with his or her immediate supervisor first. Failure to comply with the requirements of this policy may result in disciplinary action, including termination from employment and/or loss of student status.