



FERPA Training Completion

All employees requesting access to BANNER, other databases, and educational records (files) that are the property of Eastern New Mexico University–Ruidoso Branch Community College must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) prior to accessing student information.

I understand that by virtue of employment with the Eastern New Mexico University Ruidoso Branch Community College, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates ENMU-Ruidoso's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Agreement

By signing this form, I am affirming that I have reviewed and understand all the information regarding FERPA provided in the training workshop.

I understand that all information contained in ENMU's database and student files is regulated by university policy and procedures. Any unauthorized use of these systems could result in the loss of Student Record Access and possibly disciplinary or criminal action.

Signature

Date

Printed Name

Employee ID

Department