

FERPA Acknowledgment and Confidentiality Agreement

As a Parent Volunteer with Great Hearts Northern Oaks , you may need to access student data while assisting school officials. It is important to understand that the Family Educational Rights and Privacy Act (FERPA) protects student data from unlawful use and disclosure.

I, _____ (print full name), a Parent Volunteer at Great Hearts Northern Oaks , UNDERSTAND and ACKNOWLEDGE that:

- By virtue of my volunteer work at Great Hearts Northern Oaks, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 as Amended;
- I am not authorized to access records where I do not have a legitimate educational interest (need-to-know) in order for me to fulfill my volunteer responsibilities or duties;
- Student information from any source and in any form is confidential, must be kept confidential, and is available to me solely for the performance of my duties as a Great Hearts Northern Oaks volunteer;
- Not sharing private/confidential information is a serious responsibility in the performance of my duties and any questions that I have regarding the Confidentiality Policy should be directed to the Great Hearts Northern Oaks administration;
- The disclosure of this information by me to any unauthorized person could subject Great Hearts Northern Oaks to sanctions imposed by the Secretary of the United States Department of Education;
- The intentional disclosure of this information by me to any unauthorized person makes me subject to possible criminal and civil penalties imposed by law; and
- Such willful or unauthorized access or disclosure also violates Great Hearts Northern Oaks' confidentiality policy and constitutes just cause for restrictions from volunteering and possible disciplinary action regardless of whether criminal or civil penalties are imposed.

THEREFORE, I, _____ (print full name), a Parent Volunteer at Great Hearts Northern Oaks, hereby AGREE:

- TO PROTECT the privacy and confidentiality of student information to which I have access and to use it solely for the performance of my volunteer duties; AND
- NOT TO ACCESS information about students outside of my unit of responsibility.

Signature

____/____/_____
Date