

Family Educational Rights and Privacy Act (FERPA)

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Many employees will have occasion to contact or regularly deal with records or circumstances of a confidential nature. Employees should practice discretion and care in discussing confidential matters of any nature.

All employees are required to comply with the Family Educational Rights and Privacy Act (FERPA) and are required to sign a Confidentiality Agreement. Any violation of this policy may result in disciplinary action, up to and including termination of employment.