

# GRCC FERPA Acknowledgement Form

The attached information highlights the spirit and the intent of *The Family Educational Rights & Privacy Act of 1974*. This information is being given to all employees who either directly or indirectly, may see or have access to student records including but not restricted to admissions, business records, counseling, academic advising, grades, support services, college employment, financial aid, graduation, and other areas where data collected by Grand Rapids Community College (GRCC) or held by GRCC would be considered personal and confidential including home/work telephone numbers, home/work addressed, and family information.

I have read the GRCC policy (8.6) revised 4/19/06, and suggested procedures regarding *The Family Educational Rights & Privacy Act of 1974* and understand that all student information is considered confidential and private and shall be released only at the direction of the supervisor for my job assignment. Training materials may be reviewed at [www.grcc.edu/ferpa](http://www.grcc.edu/ferpa).

Name \_\_\_\_\_ GRCC Employee ID# \_\_\_\_\_  
First Name Middle Initial Last Name

Department \_\_\_\_\_ Date \_\_\_\_\_