

Dallas Institute of Funeral Service
Code of Responsibility for Federal Work Study Students

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that governs the confidentiality of student records. As a student worker at Dallas Institute of Funeral Service, you may be granted access to educational and institutional records of other students (student information) in order to perform your Federal Work Study (FWS) assignments. It is important you familiarize yourself with the FERPA guidelines and fulfill your work-study responsibilities and do not violate FERPA laws.

GUIDELINES (initial each)

- _____ I will treat all student information as “confidential”. Examples of confidential information include, but are not limited to: grades, class schedules, academic records and financial aid information
- _____ I will not, under any circumstances, release to any person(s) student information unless I have been instructed to do by my supervisor
- _____ I will refer all requests for student information to my supervisor
- _____ I will avoid acquiring student information that is not necessary to perform my job
- _____ I will not discuss student information that I may have acquired while performing my job. Minor disclosures may not be considered a FERPA violation (e.g. disclosing a student’s address)

I certify and understand the above responsibilities, and by signing below, I am attesting to maintain confidentiality under the FERPA laws of all student information for which I may have access to as a result of my employment with the College. Violation of this Agreement will result in disciplinary action, possible termination from my FWS position, and/or loss of future Federal Work-Study eligibility.

Print Student Name

Student Signature

Date