



## Student Employee Confidentiality Agreement

The same state and federal legislation that grants students the right to access their records also protects their right to privacy. The regulations provide safeguards against the release of information about students to third parties. Student academic, financial aid, and records information is considered confidential and protected under these regulations.

I understand that in the course of my employment with Muskegon Community College, I may have access to data involving a student's records. I understand that other confidential information will include, but not be limited to: academic standing information, address, class schedule, grades, income information.

I understand that all this information is highly confidential.

I agree that I will not reveal any information to any person other than staff or faculty member of Muskegon Community College who have a need to know in any fashion, including orally, in writing, or electronically.

I understand that failure to comply with this confidentiality agreement may result in discipline, up to and including termination of employment in this office.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by: \_\_\_\_\_

Date: \_\_\_\_\_

Cc: Student File  
Student  
Student Supervisor