

**Statement of Understanding of Family Education Rights and Privacy Act of 1974**

I understand that by virtue of my employment with Butler County Community College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Education Rights and Privacy Act (FERPA) of 1974 also known as the Buckley Amendment. I acknowledge that I fully understand that the willful or intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure also violates the College's policy and could constitute just cause for disciplinary action up to and including termination of employment regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness