

## CROWDER COLLEGE

### ACKNOWLEDGMENT of FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, AS AMENDED, AND COMPUTER USE AGREEMENT

All employees and student workers requesting access to the Jenzabar database system must undergo training in the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA) prior to accessing student information. This printed document and information on the Crowder College web site ([www.crowder.edu](http://www.crowder.edu)) is a means of providing such training. If you have any questions, please contact the Dean of Student Services at (417) 455-5636.

I understand that by virtue of employment with Crowder College, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA).

I acknowledge that I fully understand that the 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 unauthorized disclosure also violates Crowder College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

By signing this form, I am affirming that I have reviewed and understand all the information regarding FERPA provided on the written document or have reviewed the information on the Crowder College web site ([www.crowder.edu](http://www.crowder.edu)). I further acknowledge that I have reviewed and understand it is the policy of Crowder College to promote the ethical use of computers and software. This includes, but is not limited to, observing current copyright and other applicable laws (refer to Crowder College Computer Use Agreement and C-Net Guide).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Social Security Number\*

\_\_\_\_\_  
Department Phone

\_\_\_\_\_  
Department

*If viewing the web site, please print and complete the acknowledgement form and return to Student Services, by either of the following methods:*

- 1. FAX to (417) 455-5696, or*
- 2. Mail intercampus to Student Services, Farber Building.*

*If viewing the printed document, please complete the acknowledgement agreement and return the entire form to Student Services.*

Access to the Jenzabar database system is contingent upon completing FERPA training and filing of this acknowledgement form with the Dean of Student Services.

\*Pursuant to 5 U.S.C. §552(b) you are notified that disclosure of your social security number is voluntary and that your social security number will be used to verify your status as an employee or of current student at Crowder College.

\_\_\_\_\_  
Dean of Student Services

\_\_\_\_\_  
Date