

**Virginia Tech**  
***Student \_\_\_/Employee \_\_\_ (check one)***  
***Statement of FERPA Understanding***

\_\_\_\_\_  
*First and Last Name*

\_\_\_\_\_  
*ID Number (only last 4 digits)*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City, State, Zip*

I understand that by the virtue of my employment with COMPUTER SCIENCE at Virginia Tech, I may have access to confidential and private records of students, faculty and staff and/or university.

I understand that under federal law (*Family Educational Rights and Privacy Act of 1974*) and University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Virginia Tech. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records.

I further acknowledge that such willful or unauthorized disclosure also violates Virginia Tech policy and could constitute just cause for disciplinary action including termination of my employment or prohibition of future employment, regardless of whether criminal or civil penalties are imposed.

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student/Employee Signature*

GRADUATE STUDENTS: Return this form to Sharon Kinder-Potter, 2202 Kraft Drive, office 1105, Blacksburg\*\* PH: (540) 231-6932

UNDERGRADUATE STUDENTS: Return this form to Melanie Darden, 2202 Kraft Drive, office 1153, Blacksburg\*\* PH: (540) 231-2068

**\*\* EMAIL THIS FORM \*\***

Form provided by the Office of the University Registrar, [www.registrar.vt.edu](http://www.registrar.vt.edu).