



Office of the Registrar

**EMPLOYEE STATEMENT OF UNDERSTANDING OF THE FAMILY
EDUCATIONAL RIGHTS AND PRIVACY**

I understand that by the virtue of my employment with the _____ Office
(Office Name)
at Joliet Junior 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. 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 Joliet Junior
College's policy and could constitute just cause for disciplinary action including
termination of my employment regardless of whether criminal or civil penalties are
imposed.

EMPLOYEE'S NAME (*Please Print*)

SOCIAL SECURITY NO.

EMPLOYEE'S SIGNATURE

DATE