



Family Educational Rights and Privacy Act (FERPA)

Verification of Completion of the FERPA Tutorial
(n:\Shared\Human Resources\FERPA Tutorial)

All employees of Northwest University must undergo training in the Family Educational Rights and Privacy Act (FERPA) as part of their orientation process. Within two weeks please complete this computer-based FERPA Tutorial and return this (signed) form to the Human Resources Office. Your employment orientation is not complete without this documented training. If you have any questions regarding FERPA, please contact the Registrar's Office (425-889-5228).

I have thoughtfully completed the afore-mentioned, required, computer-based FERPA tutorial.

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

I understand that the disclosure by me of this information to any unauthorized person is a violation of Federal Law and could subject the University and me to legal penalties. I acknowledge that such willful or unauthorized disclosure also could constitute just cause for disciplinary action, including termination of my employment, regardless of whether criminal or civil penalties are imposed.

signature

date

printed name

Department