Northwood Technical College

Work-Study Agreement

Student

First name   Last name   Student ID

Supervisor

First name   Last name   Campus

Job Title

Job Duties and Expectations:

Schedule:

Student – I will:
- Complete all the necessary paperwork before beginning work.
- Perform the duties and meet the expectations of this position as documented above.
- Report for work and perform my job duties per the schedule agreed upon and documented above.
- Not perform work duties during my scheduled class time.
- Will not do classwork during my scheduled work time unless approved in advance by my supervisor.
- Notify my supervisor if I must miss work due to sickness, emergency, etc.
- Request my supervisor's approval for schedule changes in advance.
- Enter my Work-Study hours accurately and in a timely fashion.
- Adhere to the rules and regulations established by the department.
- Respect the confidentiality of ANY information that I may work with and protect it appropriately.
- Dress appropriately for work.
- Give adequate notice to my supervisor if I should decide to discontinue working for that department or agency.

Student Signature _____ Date _____

Supervisor – I attest:
- I have reviewed the job duties and expectations with the Work-Study candidate and documented them above.
- The schedule documented above is mutually agreed upon and does not conflict with or overlap the Work-Study candidate's current course schedule.
- I have reviewed the College's FERPA definitions, guidelines, and ramifications with the Work-Study candidate and provided clarification if requested.
- I (or an appropriate designee) will be present to supervise the Work-Study candidate during work hours.

Supervisor Signature _____ Date _____

WHAT IS AN EDUCATIONAL RECORD?

Any record that contains personally identifiable information that is directly related to the student is an educational record under FERPA. This information can also include records kept by a party or organization acting on behalf of Northwood Tech. Such records may include:

- Written Documents
- Computer Media
- Microfilm and Microfiche
- Video or Audio Tapes or CDs

WHAT DOES FERPA MEAN FOR COLLEGE EMPLOYEES?

- Student rights under FERPA begin when the student is "in attendance." Northwood Tech defines this to mean when the student has registered for at least one class.
- Only access educational records needed as part of your job. Ask yourself, "Is this a legitimate educational need?"
- Don't email grade information. There is no guarantee of confidentiality over the Internet.
- Never release non-directory information without written authorization. Examples of non-directory information include:
  - Social Security Number
  - Student ID
  - Grades
  - Total Number of Credits Enrolled in a Term
  - Grade Point Average
  - Emergency Contact Information
- Do not release non-directory or personally identifiable information about a student to a third party (parents included) without the student's written authorization. Students must complete an Authorization to Release Student Record Information form identifying information to be released.
- There are exceptions to the rule of non-disclosure which involve health and safety. This means that to prevent sickness, injury, or death the college may disclose information usually held to be protected. Also, an agent of the court with a properly issued court order or subpoena may receive student data. FERPA rights cease upon the death of the student and become a matter of institutional policy and/or state law. Northwood Tech will release deceased student records only upon court order, state statute, or receipt of a legally binding document.
- Personal notes, if not shared with anyone or accessible by others, are not considered educational records and are not subject to release under FERPA. Personal notes you make about a student should be stored in a separate file.
- If the student has not restricted access to directory (or public) information you may release the following:
  - Name
  - Academic Honors Received
  - Local and Permanent Addresses
  - Enrollment Dates
  - Telephone Number(s)
  - Academic Credits Earned Toward Degree/Diploma
  - Student's Email Address
  - Matriculation Date
  - Birthdate
  - Withdrawal Date(s) (including date of death)
  - Major Field of Study
  - Classification and Year
- Enrollment Status
- Follow-up/Placement Summary Reports (no identifiable information)
- Client Reporting Aggregated Data (no identifiable Information)
- If a student has blocked the release of directory information, you may not release any information about that student.
- As a college employee, you are required to comply with FERPA.
- Maintaining the confidentiality of educational records is the responsibility of all faculty, staff, and student employees with access to student-related records.
- Knowledge of FERPA is important to ensure student educational information is released in compliance with FERPA guidelines.
- FERPA violations could result in the withholding of federal funds to the college including financial aid to students.

PURSUANT TO 24 CFR §99.31 AND §99.33, THE STUDENT CERTIFIES THAT:

- The Student understands that these educational records are to be kept confidential and will not disclose these educational records to any other person except as permitted by 24 CFR §99.33 without the prior written consent of the pupil or the pupil's parent/guardian.
- The Student understands that non-permitted disclosure of education records would be grounds for termination of the Work-Study assignment and could also result in civil or criminal liability for the Student.

Student Signature _____ Date _____