



Training Acknowledgment for the Family Educational Rights and Privacy Act (FERPA)

Directions for completion:

1. FERPA is Federal Law and all MHCC employees are required to complete FERPA training. It must be completed prior to beginning employment.
2. Your supervisor should be able to provide a computer for you to complete the training. If not, one is available in the library. You can view either a PowerPoint presentation or a web-based version. Training is accessible via the web at:
http://home.mhcc.edu/HR/train_dev/Ferpa/ferpa_main.htm.
3. Once you have completed the training, sign the employee acknowledgement below, then forward to:

Student Employment

Employee Acknowledgment

I acknowledge that I reviewed the training presentation and understand my responsibilities regarding accessing and/or giving out information covered by the Family Educational Rights and Privacy Act (FERPA).

MHCC ID# _____ EMPLOYEE NAME - Please Print _____

_____ ADDRESS _____ CITY _____ STATE _____ ZIP _____

_____ EMPLOYEE SIGNATURE _____ DATE _____