



Contractor/Employee \_\_\_\_\_ Contract/RFP # \_\_\_\_\_

Employee Name \_\_\_\_\_ Title \_\_\_\_\_

Business Address \_\_\_\_\_ Phone \_\_\_\_\_

I understand that the performance of my duties as a contractor or employee of a contractor under an agreement with the Montana Office of Public Instruction (OPI), may involve a need to access and review confidential student information, including data protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing federal regulations found at 34 CFR Part 99; that my access to this information will be evaluated under the federal and state requirements under FERPA; and, that I am required to maintain the confidentiality of this information and prevent any disclosure prohibited under the law as stated below.

Access to Confidential FERPA protected information

By signing this document I acknowledge that my responsibility to maintain the confidentiality of this information and agree to the following:

- I will not permit access to confidential FERPA protected or other confidential information to persons not authorized by the OPI or its authorized representative.
- I will maintain the confidentiality of the data.
- I will not reveal, disclose, or disseminate any individually identifiable student information to persons not authorized by the OPI or its authorized representative.
- I will report to my employer any known instances of missing confidential data or confidential data that has been inappropriately shared, revealed, or disseminated for immediate disclosure of the breach to the OPI.

I understand that procedures must be in place for monitoring and protecting confidential information.

- I understand and acknowledge that FERPA-protected information obtained under provisions of FERPA, as an OPI contractor or contractor's employee, is confidential information.
- I understand that any unauthorized disclosure of confidential FERPA-protected information is illegal as provided in FERPA or other state and federal laws.

- I understand that any personal characteristics that could make the student identity traceable or re-identifiable are protected.
- In addition, I understand that any data sets or output reports that I may generate using confidential data are to be protected. I will not distribute to any unauthorized person any data sets or reports that I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of sign-on/password(s) assigned to me.

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Contractor or Contractor's Employee's printed name

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Contractor or Contractor's Employee's signature

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Date