**Southwest Minnesota State University**

**College Now Office**

**High School Liaison Confidentiality Agreement**

As part of your responsibilities as the designated liaison in the partnership with your high school and the Southwest Minnesota State University College Now program, you will have access to information which protected under the Federal “Family Educational Rights and Privacy Act of 1974, as amended. This information is known as not public information.

Types of not public information include: student gender, ethnicity, birth date, addresses, phone numbers, email addresses, student identification numbers (mustang IDs, STAR IDs, Library IDs) student academic information, and more.

It is extremely important that this information is held secure, appropriately protected and if printed, shredded after use. This information may only be shared with other designated high school staff members for registration or other necessary purposes. You hereby agree to inform them of the secure nature of this information and its appropriate protection. Any unauthorized distribution of this information is prohibited.

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High School

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Print Name

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Signature

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Date