

Confidentiality Statement

Texas State University

Dean of Students Office

As a student office assistant in the Dean of Students Office, I understand that I may be exposed to disciplinary issues, grievances, personal data or other confidential information. All student information concerning grades, personal history and addresses must be kept **strictly confidential** per federal law. I am aware that all such information is strictly confidential. **Violation of this expectation *will* result in immediate termination.**

Signature

Date

PLID (XXXXXXXX)

Supervisor's Signature

Date

Note: This statement must be on file before you begin employment.