

NON-DIRECTORY INFORMATION RELEASE

- In accordance with the Family Educational Rights and Privacy Act (FERPA), this form allows students to grant parents, guardians, spouses, and/or others access to their educational records maintained by the Registrar’s, Bursar and Financial Aid Offices and other student records maintained by other entities on the Franciscan Missionaries of Our Lady University campus. If you have questions, contact the appropriate unit.
- Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. University officials may choose to not release information without obtaining specific student permission. Release of information is not required by law.
- All permissions granted will stay in effect until revoked in writing by the student. Please return this form to the Registrar’s Office.
- Directory information is considered public and will be released upon request.
- Franciscan Missionaries of Our Lady University will not discuss academic records with anyone, including the student, over the telephone.
- SEE BACK PAGE FOR DEFINITIONS OF DIRECTORY INFORMATION, FERPA, EDUCATIONAL RECORDS, AND PUBLIC RECORDS.

I give permission to the following person(s) to have access to my academic records. Please indicate your current preference for each category every time a change is made to add or restrict information.

PLEASE PRINT CLEARLY

(P= Parent, G= Guardian, S= Spouse, O= Other)

Release to Cancel release _____ Relationship (circle one):
Name P G S O

_____ Student ID _____ Birth Date _____
Print Full Name

_____ Date _____
Student Signature

Please return this form to the Registrar’s Office

FOR OFFICE USE ONLY

Entered by: _____
Date: _____
Updated by: _____
Dated: _____

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please refer to the Franciscan Missionaries of Our Lady University catalog for full explanation and regulatory exceptions.

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person you have given access to will be able to discuss your records or student accounts with representatives of the Registrar's Office, Business Office and the Financial Aid Office and other student records maintained by other entities on the Franciscan Missionaries of Our Lady University without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the college access to their educational records. (See Directory Information below.)

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records just come to the Registrar's Office and request to update your form.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and/or after it has been determined that their child is legally their dependent. Franciscan Missionaries of Our Lady University recognizes the importance of support and interest of parents and families of students in all areas of the college program. Students are encouraged to share information about their experience and programs with their families. In keeping with that philosophy, it is not Franciscan Missionaries of Our Lady University's policy to disclose non-directory information based solely on dependent status. Parents may also acquire non-directory information by obtaining and presenting a signed consent from their child. The college may choose to provide non-directory information to parents if it is regarding the student's use or possession of alcohol or controlled substances.

WHAT DOES THE COLLEGE CONSIDER DIRECTORY INFORMATION?

The college may release directory information to parties having a legitimate interest in the information. Directory information consists of the following: student's name, address, telephone number, electronic mail address, photograph, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, enrollment status, degrees, honors and awards received, and the most recent educational agency or institution attended.

Students who wish to exercise their rights under the law to refuse to permit release of any or all of the categories of personally identifiable information with respect to themselves must notify the Registrar in writing, preferably before completion of registration for the first term of enrollment for that academic year. Contact the Registrar if you wish to restrict this information.