

EMMANUEL COLLEGE AUTHORIZATION TO DISCLOSE INFORMATION TO PARENTS/GUARDIANS

Student Last Name	First Name	Middle Name
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NOTICE OF FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Annually, Emmanuel College informs students of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended. This *Act*, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal or formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the Act. The complete policy is printed in the Emmanuel College Catalog available at www.ec.edu/academic/course-catalog.

AUTHORIZATION TO DISCLOSE INFORMATION TO PARENTS/GUARDIAN

In accordance with FERPA, Emmanuel College will disclose to parents/guardians information from the academic records, financial records, and medical records of a student provided the College has on file **written consent of the student**. The student must sign below and return this form to the Office of the Registrar granting consent for the College to release to your parents/guardians the above specified educational records.

PARENT/GUARDIAN NAMES: _____

Address _____ City, State, Zip _____

Parent's Phone Numbers (Home and Cell) _____

Parents' E-Mail Address: _____

DATE: _____ STUDENT SIGNATURE: _____

DIRECTORY INFORMATION

Emmanuel College designates the following items as Directory Information and may release, without consent, a students' name, campus addresses, grade classification, photographs, home address, date of birth, local telephone number, rosters and results of athletic teams (including height and weight of student-athletes), academic achievements, acknowledgements of participation in music and drama events, participation in graduation, achievements in campus organizations, courses of study (majors, minors, etc.), dates of attendance, enrollment status (full- or part-time), email addresses, class rosters, class schedules, advisor, and graduation date, along with other similar information. Emmanuel College may disclose any of these items without prior written consent, unless notified in writing to the contrary by the end of drop-add period each semester.



RETURN TO THE REGISTRAR OF EMMANUEL COLLEGE FOR RECORDING PURPOSES BY THE END OF THE DROP/ADD PERIOD OF THE STUDENT'S FIRST TERM OF ENROLLMENT.