

EMMANUEL COLLEGE AUTHORIZATION TO DISCLOSE INFORMATION TO PARENTS/GUARDIANS

Student Last Name

First Name

Middle Name

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 _____

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.

Emmanuel College's Annual Notification of Student Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the student believes is inaccurate.

Students may ask the College to amend a record that they believe is inaccurate. They should write to the Registrar, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the College has contracted; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Information that Emmanuel College considers "Directory Information" may be shared freely, including: students' names, 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. Students not wishing to have their names and information as listed above printed in public notices or otherwise released are to notify the Registrar's Office in writing by the end of the first full week of the Fall semester.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

Annual Notification Process

All currently enrolled students will be notified of their FERPA rights via student email no later than September 1 each year.