



FISK
UNIVERSITY

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Consent to Release Educational Records (FERPA)

Office of the Registrar

2014-2015

FERPA Q & A

WHAT DOES “FERPA” STAND FOR AND WHY IS IT IMPORTANT?

- Family Educational Rights and Privacy Act of 1974
- This federal law requires Fisk University to protect the privacy of students' education records

RIGHTS GUARANTEED TO STUDENTS BY FERPA

- The right of access to education records
- The right to consent to the release of records to third parties
- The right to challenge inaccurate or misleading information in an education record
- The right to file a complaint with the U.S. Department of Education concerning non-compliance with FERPA

DO PARENTS OR LEGAL GUARDIANS HAVE ACCESS TO A STUDENT’S EDUCATION RECORDS?

- A student, regardless of age, is the “legal entity” once he or she begins to attend Fisk University. FERPA rights belong to the student, not the parent or guardian.
- This means that students must consent before a record is disclosed to the parents or legal guardians.
- A student can authorize Fisk University to discuss his/her educational records with parents/guardians by filling out the [Consent to Release Educational Records](#).

WHAT ARE EDUCATION RECORDS?

Information recorded in any form that is directly related to a student and maintained by a college or university and by those acting for the college or university.

WHEN IS CONSENT NOT REQUIRED?

- To individuals within the university with legitimate educational interest
- To officials at an institution in which student seeks to enroll
- To comply with a court order or subpoena
- To parents of students who are dependents for income tax purposes
- To parents in cases of drug or alcohol violation when the student is under the age of 21
- In connection with a health or safety emergency if necessary to protect the student or others
- If the data is considered directory information

WHAT IS DIRECTORY INFORMATION?

- Name, address, telephone number
- Campus e-mail address
- Date and place of birth
- Major field of study
- Dates of attendance, degrees and awards received
- Previous educational agencies or institutions attended
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

WHAT IF A STUDENT WANTS TO PROHIBIT THE DISCLOSURE OF DIRECTORY INFORMATION AS WELL?

- Students who do not want their directory information released may visit the Office of the Registrar to complete the appropriate form. Once the form is filed, the student's record is flagged as "confidential" and no directory information is disclosed except as required by FERPA.
- The confidentiality hold prohibits the release of information including but not limited to transcripts, enrollment verifications, and degree verifications.
- If the student needs Fisk University to release information from the student record, the request must be made in writing, accompanied by legal proof of identity. This applies whether the information is for the student's personal use or for use by a third party.
- Graduation, withdrawal and dismissal from the university do not automatically lift the confidential status on a student's record. The record will remain confidential until the status is revoked by the student, in writing, accompanied by legal proof of identity.
- If a confidentiality request is not filed, Fisk University assumes that a student does not object to the release of directory information.



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**Consent to Release Educational Records (FERPA)
Certification of Dependent /Independent Status**

Student Name (please print): _____

Fisk ID# _____

Parent(s) or Legal Guardian(s) Name & Address (please print):

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Fisk University is subject to the provisions of the Family Educational Rights and Privacy Act (Buckley Amendment or FERPA) that afford to students certain rights of access to educational records and imposes obligations on the university in the release and disclosure of those records to third parties. The Buckley Amendment regulations, however, allow the university to disclose information from an educational record to your parent(s) or legal guardian(s) if you are your parent(s) or legal guardian(s) dependent for federal income tax purposes.

In order to improve the university's records and to administer properly the release of this information to your parent(s), the university requests that you complete this form. The information will be released to your parent(s) at the address (es) shown above. If you have not listed the name and address of another parent who may receive information, please indicate in the space provided above.

Please check one of the following:

- I **am** a dependent of my parent(s) or legal guardian(s) listed above.
- I am **not** a dependent of my parent(s) or legal guardian(s), but I consent to the release of information from my educational records to my parent(s) or legal guardian(s) listed above. The information I authorize for disclosure is information pertaining to my grades, accounts and any disciplinary matters that might involve me.
- I am **not** a dependent of my parent(s) or legal guardian(s), and I do not consent to the release of information from my education record to my parent(s) or legal guardian(s).

Student Signature

Date

Please provide additional information, if needed.

Please return form to the Office of the Registrar.