

OFFICE OF THE REGISTRAR
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CANTON, NY 13617 Email: registrar@stlawu.edu

Education Records Release

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides that the University cannot release a student's Education Records without the student's written authorization.

What are Education Records? "Education Records" generally include any record in the possession of the University which contain information directly related to a student.

What is NOT included in an education record?

- Sole-possession records or private notes held by educational personnel which are not accessible or released to other personnel
- Law enforcement or campus security records which are solely for law enforcement purposes
- Records relating to an individual's employment by the University (unless employment is contingent on student status)
- Records relating to treatment provided by a recognized professional or paraprofessional and disclosed only to individuals providing treatment
- Records which contain only information about an individual obtained after that person is no longer a student at the University (i.e. alumni records)

These general guidelines are not intended to be legal advice. This document provides only a summary of FERPA. For further information regarding FERPA or clarification regarding FERPA, refer to the act and regulations or visit <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html> or contact the FERPA representative in the Registrar's Office.

Family Educational Rights And Privacy Act (FERPA) Release

This release form allows The University to discuss information from your Education Records with and release copies of it to the people that you name below.

Student's First Name _____

Last Name _____

Student Student ID Number _____

Email Address _____

I understand FERPA provides for the confidentiality of student education records. The University may neither disclose certain educational information concerning students nor permit inspection

of their Education Records without the permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. I hereby grant permission to the officials of St. Lawrence University to provide copies of written records, to permit inspection, and to review the contents of my educational and financial records, and/or to discuss my academic performance to the extent indicated below with my:

- ☐ Parents
- ☐ Guardians
- ☐ Spouse
- ☐ Anyone else I name below.

1) Name _____

1) Relationship _____

2) Name _____

2) Relationship _____

This request is made in compliance with the FERPA (20 U.S.C.A. Sec. 1232G).

Please check all that apply:

- ☐ All academic records, graduation, and registration records in the Registrar's Office
- ☐ All student life records in the Student Life Office
- ☐ All financial aid information in the Financial Aid Office
- ☐ All financial records in the Student Accounts Office
- ☐ Other (please specify:) _____

This release remains in effect until you provide written revocation of your consent or when you are no longer a student at the University.

Passcode for release of information _____

I have read the foregoing and understand the nature of the release I am hereby granting.

Student Signature

Name:

Date