



## FERPA FORMS AND DIRECTIONS (RO – 3/19)

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### FERPA: Family Educational Rights and Privacy Act Release Form

This form is required if you wish someone other than yourself to have access to your education records. Complete form with your full name and GSC student ID#. Acknowledge consent of release of education records by checking box. Enter names of individuals or agencies you are giving consent to have access to your records. You must also include a FERPA password if you want any recipients listed to be permitted to request information on your records over the phone or via email. Sign, date and submit form to the Registrar's Office. **Form will not be processed if the consent box is checked and no recipients are listed or the form is incorrectly completed.**

### FERPA Revocation Form

This form is required if you have a FERPA Release Form on file with the Registrar's Office and you no longer wish to give consent for release of your education records to an individual or agency which was indicated on the original release form or you wish to remove the FERPA form entirely from your student record. Complete form with your full name and GSC student ID#. Acknowledge consent of removal of an individual/agency and list the name you wish to remove or request to revoke FERPA release by checking appropriate box. Sign, date and submit the form to the Registrar's Office.

### Request to Prevent Disclosure of Directory Information

Directory information (listed above) can be released without the consent of the student. This form is required if you wish to prevent disclosure of your directory information or to remove a previous request to prevent disclosure on file in the Registrar's Office. Please keep in mind, if you choose to withhold directory information, College officials will not be able confirm your enrollment or degrees awarded with third parties such as potential employers or insurance companies. Complete form with your full name and GSC Student ID#. Sign, date and submit form to the Registrar's Office. If removing previous prevention on file, check box at bottom of form, sign and date.

## POLICY ON FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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The Family Educational Rights and Privacy Act (FERPA) affords students (and in some instances parents of dependent students) certain rights with respect to their educational records. They are:

(1) The right to inspect and review the student's educational records within 45 days of the day Glenville State College receives a request for access; (2) the right to request the amendment of the student's educational records that the student believes is inaccurate or misleading; (3) the right to consent of disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorized disclosure without consent; (4) the right to file a complaint with the U.S. Department of Education concerning alleged failures by Glenville State College to comply with the requirements of FERPA.

Glenville State College has designated, in accordance with FERPA, the following categories of releasable information about students as "directory information". Directory information can be released by the College without the consent of the student. If a student does not wish for the release of "directory information", the student must submit a signed "Request to Prevent Disclosure of Directory Information" form to the Registrar's Office.

Directory information is: 1) Name; 2) address; 3) telephone number; 4) date of birth; 5) GSC email; 6) grade level; 7); field of study; 8) photograph; 9) enrollment status; 10) degrees and awards received; 11) participation in officially registered activities and sports; 12) weight and height of members of athletic teams; 13) dates of attendance; 14) schools attended.