FERPA Consent to Release Student Information

This form allows students to grant third parties, including parents, access to their educational records maintained by Bronx Community College.

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student. A copy of the Family Educational Rights and Privacy Act of 1974 is available online at http://www.bcc.cuny.edu/services/registrar/family-educational-rights-privacy-act-ferpa/. You can also obtain more information through the U.S. Department of Education’s website: www.ed.gov/policy/gen/guid/fpc/dferpa/.

SECTION A. STUDENT INFORMATION

STUDENT NAME (Print) _______________________________ EMPID # _______________________

SECTION B. THIRD PARTY DESIGNEE: RELEASE OF RECORDS (Optional)

I, the undersigned, hereby authorize The Office of Judicial Affairs at Bronx Community College of The City University of New York, to release the following educational records and *information (identify records or types of records below):

_____ Student Conduct & Behavioral Records
_____ All records
_____ Other (specify) ____________________

These records should be released to the following person/agency (identify name and address of person/agency to receive information):

_____ The Office of Personal Counseling at BCC
_____ The Office of Disability Services at BCC
_____ Parent(s)/Relative(s) Name ____________________________________________
_____ Other (specify) _______________________________________________________

The information is to be released for the following purpose:

_____ To provide necessary support & services
_____ Family communications about college experience
_____ Other (specify) _________________________________________________________
SECTION C. CERTIFICATION

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents’ financial records and certain letters of recommendation for which the student waived inspection rights). I understand I may revoke this Consent upon providing written notice to [Name of Person listed above as the College Official permitted to release the educational records]. I further understand that until this revocation is made, this consent shall remain in effect and my educational records will continue to be provided to [Name of Person listed above to whom the educational records will be released] for the specific purpose described above.

_________________________________________  __________________________
Student Signature                          Date

* Please note that “directory information” can be given out without the student’s written consent. The City University of New York defines directory information to include such information as a student’s name, attendance dates, home and e-mail address, telephone number, date and place of birth, photograph, status (e.g., full/part-time, undergraduate/graduate), degree program, credits completed, major, student activities and sports, previous school attended, and degrees, honors and awards received. This information may be released to anyone, unless restricted by written authorization of the student. Contact the Registrar’s Office at your campus if you wish to restrict this information.
NOTIFICATION UNDER FERPA OF STUDENT RIGHTS
CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

(1) The right to inspect and review your education records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college’s FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

(2) The right to request the amendment of the student’s education records that the student believes are inaccurate, misleading or otherwise in violation of the student’s privacy rights under FERPA.

You may ask the college to amend a record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college’s FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

(3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the University 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 University has contracted as its agent to provide a service instead of using University employees or officials, a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary committee, or assisting another college official in performing his or her tasks.
A college official has a legitimate educational interest if access is reasonably necessary in order to fulfill his or her professional responsibilities for the University.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) You may appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor for Legal Affairs
The City University of New York
205 East 42nd Street
New York, New York 10017
email: oco@cuny.edu

(5) 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., 20202-5920

(6) The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.