

St. John Fisher College Request To Prevent Disclosure of Directory Information

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, students have the following rights:

- 1) The right to inspect and review their education records within 45 days of the day the College receives a request for access.
- 2) The right to request the amendment of the education records that the student believes are inaccurate or misleading.
- 3) The right to consent to disclosures of personally identifiable information contained in their education records except to the extent that FERPA authorizes disclosure without consent.
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by St. John Fisher College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
 Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605

Students have the right to request the institution they attend to withhold the disclosure of what is known as "Directory Information." Directory Information as defined by St. John Fisher College includes:

: ***"Name, address, telephone number, dates of attendance, class, enrollment status (undergraduate, graduate; full time, part time), email address, most recent educational agency or institution attended, major field of study, awards, honors (including Dean's List), degree(s) conferred including dates of attendance, past and present participation in officially recognized sports and activities, height and weight of athletic team members, date and place of birth."***

Please consider very carefully the consequences of your action should you decide to request us not to release this "Directory Information." If you request non-disclosure the college will not release this data to any third parties. In accordance with the provisions of the Act, Directory Information and other pertinent academic information may be released to the following upon request:

- a) Comptroller General & Attorney General (for law enforcement) of the U. S
- b) The Secretary of the U. S. Department of Health, Education and Welfare and the Secretary of Education
- c) State and local education authorities
- d) Personnel within the institution determined by the institution to have legitimate educational interest
- e) Accrediting organizations carrying out their accrediting functions
- f) Parents of a student who have established that student's status as a dependent according to Internal Revenue Code of 1954, Section 152
- g) In compliance with a judicial order or a lawfully issued subpoena, provided that the institution first makes a reasonable attempt to notify the student
- h) Persons in an emergency if the knowledge of information in fact is necessary to protect the health or safety of the student or others
- i) In connection with Financial Aid
- j) Organizations conducting studies for or on behalf of Educational Agencies or institutions

The institution will honor your request to withhold the information defined above but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

Please note: St. John Fisher College assumes that a student's failure to specifically request blocking access of "Directory Information" constitutes approval for disclosure.

Please complete the following to indicate your desire for the college not to disclose the Directory Information noted above. Return your form to the Registrar's Office (Kearney 201).

Name _____

Social Security Number _____

Signature _____

Date _____

A request to prevent disclosure will remain in effect until changed by the student. Please consider the effect non-disclosure may have on future employment.

Received by: _____ Date: _____ Banner: _____ Folder: _____