Student Request Form Prohibiting Disclosure of Directory and/or Educational Information

Policy Summary

Under the Family Educational Rights and Privacy Act (FERPA), Endicott College has the right to release your directory information to third parties and to give your parent(s)/guardian(s) access to your educational records if your parent(s)/guardian(s) claim you as a dependent for federal income tax purposes. It should be noted that Endicott College assumes that you are a dependent student based on the FERPA definition. However, the Act gives you the right to prohibit the release of directory information and to prevent your parent(s)/guardian(s) from having access to your educational records if you notify the College by completing this form. (Consult the Registrar's home page or the *Student Handbook* for a more detailed description of the FERPA policy.)

If you decide to allow the release of directory information and the disclosure of educational information to your parent(s)/guardian(s), you do not need to complete this form. If you decide to prevent access to directory information and/or disclosure of educational information to your parent(s)/guardian(s), you must complete this form. Indicate the option(s) that apply to your situation, sign and date the form, and bring the completed form to the Registrar's Office in the College Hall addition.

Student Information:

_____

Student's First Name Middle Initial Last Name

_____

Permanent Street Address City State Zip Code

Student ID: _____Date of Birth: _____

Choose one or both of the options below:

____ Option 1: I do not give Endicott College permission to release my directory information.

____ Option 2: I do not give my parent(s)/guardian(s) access to my educational records.

Print full name of Parent(s) here: _____

Student Signature: _____ **Date**: _____

This request must be completed annually. A copy of this form will be sent to your parent(s)/guardian(s).

(Note: If you decide to reverse your decision to prevent release of directory and/or educational records, you should consult the Registrar's home page for a copy of the Student Request Form Reversing the Prohibition on Directory and/or Educational Information Disclosure.)

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