

OFFICE OF THE REGISTRAR

ACCESS TO EDUCATION RECORDS FORM

The Family Education Rights and Privacy Act of 1974 (FERPA) gives students the right to control access to their educational records. Information about FERPA is printed in the “Student Handbook,” and the “College Catalog.” A full copy of the act is available to you. If you would like your own copy, contact the Academic Records Office.

This Form

Please complete the reverse side of this form and return it to the Office of the Registrar at the back entrance of St. Joseph’s Hall. If you have any questions, please contact Kevin Paquette, Registrar (893-7797).

Release of Directory Information

The Act defines “Directory Information” as information that can be provided in response to an inquiry. “Directory Information” means information contained in an educational record that would not generally be considered harmful or an invasion of privacy if disclosed. The College reserves judgment on the appropriateness of the request. The most common requests are from potential employers and insurance companies wanting to verify enrollment or graduation. Additional requests come from institutions that you may have requested provide you with services or products. A good example is the many requests we receive in response to student applications for credit cards. While it is your right to make the decision that best reflects your desires, we recommend that for your future convenience, you do not block access to directory information.

The following data has been designated as Directory Information at the College:

- your name, campus address, telephone listing
- your campus email address
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- the weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational institution attended

Release of Grades and Academic Records to Your Parents

Once a student enrolls in a class(es) at SJC, the rights accorded to, and consent required of parents transfer from the parents to the student. Since grades are NOT designated as “Directory Information”, the College will not discuss grade issues with parents, without the expressed written consent of the student.

IF YOU DO NOT FILL OUT THIS FORM, we assume you approve releasing Directory Information.

Saint Joseph's College

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ACCESS TO EDUCATION RECORDS FORM

Name: _____

Date: _____ Student ID No./SS# _____

Please complete this form and return it to the Office of the Registrar located in the lower level of Saint Joseph's Hall.

I have read the information on the reverse side of this form, and request that you take the following action concerning access to my educational records at Saint Joseph's College of Maine:

Please Check One

NO ACCESS

- **NO**, The College should not release Directory Information
- **NO**, The College should not release Academic/Financial Information to my Parents.

FULL ACCESS

- **YES**, The College should release Directory Information
- **YES**, The College should release Academic/Financial Information to my Parents.

Please note!!! If you instruct the College to NOT release Directory Information, your name will NOT be included on items that are typically sent to media outlets for publication/broadcast (i.e. Dean's List, Graduation, Academic Awards, press releases, etc.).

Student's Signature _____