CONCORDIA COLLEGE NEW YORK

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 – FERPA

This act provides registered students over the age of 18 the right of access to "educational records" which contain information directly related to them. "Educational records" are records, files, documents, and other material regularly maintained by the College. It specifically excludes: **1)** records maintained personally by faculty members that are not available to others, **2)** medical records, **3)** legal records, and **4)** financial information about your parents.

The Act also states that the College cannot permit access to or release of "educational records" or personally identifiable information contained therein to any party without consent of the student. **Therefore, those of age are required to give written consent to the college to release "educational records," <u>even to your parents or guardians.</u>**

Note that what information to release is always at the discretion of Concordia College.

Academic information - grade reports

Permission to release information: (check one) _____No _____ Yes (if yes, list names below)

Name_____ Relationship_____

Name_____ Relationship_____

Financial information - bills and statements

Permission to release information: (check one) _____No _____ Yes (if yes, list names below)

Name_____ Relationship_____

Name_____ Relationship_____

Disciplinary information – judicial decisions and fines

Permission to release information: (check one) _____No _____ Yes (if yes, list names below)

Name_____ Relationship_____

Name_____ Relationship_____

I, _____, _____,

PRINTED NAME **STUDENT ID#**

Authorize/not authorize representatives of Concordia College to release/not release information regarding my academic, financial, and disciplinary affairs as outlined above.

_____

SIGNATURE DATE