

WHAT IS FERPA?

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 or as specified by other exceptions such as subpoenas and court orders.

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person you have given access to will be able to discuss your records with the Registrar's office without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign the form if they want to give someone outside the College access to their educational records. (See Directory Information below.)

CAN I CHANGE MY MIND?

Yes. If you decide you no longer want others to have access to your records, just fill out a new form and cancel the release.

WHAT DOES THE COLLEGE CONSIDER DIRECTORY INFORMATION?

Directory information may be given out *without* the student's written consent. Mineral Area College defines directory information as a student's name, address, telephone number, date of birth, major or field of study, dates of attendance, full-time or part-time enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s) or certificates awarded (includes dates), awards received, and most recent educational institution attended. This information may be released to anyone, unless restricted by written authorization of the student. Contact the Registrar's Office if you wish to restrict this information