

**ANNUAL NOTIFICATION OF RIGHTS UNDER
THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Annually, Manhattan College informs students of the *Family Educational Rights and Privacy Act of 1974, as amended* (FERPA). FERPA is a federal law which affords students various rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Office of the Registrar written requests that identify the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Students may ask the College to amend a record that they believe is inaccurate or identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the institution decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information (PII) contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. For example, the College will disclose education records without a student's prior written consents under the FERPA exception for disclosure to school officials with legitimate educational interests. School officials include: any College official acting on behalf of the College that needs to review an educational record in order to fulfill his or her professional responsibility for the College; other schools to which a student is transferring, specified officials for audit or evaluation purposes; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for or on behalf of the school; accrediting organizations; to comply with a judicial order or lawfully issued subpoena; appropriate officials in cases of health and safety emergencies; and state and local authorities, within a juvenile justice system, pursuant to specific State law. School officials may also include volunteers or contractors outside of the College who performs an institutional service or functions for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records. Manhattan College has designated the National Student Clearinghouse as a school official.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Manhattan College to comply with the requirements of FERPA at: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W. Washington, D.C. 20202.

Copies of the Manhattan College policy explaining in detail the procedures to be used by Manhattan College for compliance with the provisions of FERPA can be obtained from the Office of the Registrar. Information about FERPA can be found on the Manhattan College web-site , under the Registrar tab and is also printed in the Manhattan College student handbook and catalogs.

Questions concerning FERPA may be directed to :

Office of the Registrar

Memorial Hall 101

4513 Manhattan College Parkway

Riverdale, NY 10471

Phone: 718-862-7914 Fax: 718-862-7457

Email: registrar@manhattan.edu



Authorization to Release Education Records to Parents/Third Parties

The Family Educational Rights and Privacy Act of 1974 as amended (FERPA) protects the confidentiality of student education records (such as the students' financial records and grades) (Education Records) from disclosure without the student's written consent except under certain conditions and/or unless such consent is not required by law. Students are not required to authorize disclosure of information from their Education Records. This authorization form will allow officials at Manhattan College to release Education Records specified by you to individuals/organizations identified on this form when written authorization is required.

Form with fields: Last Name (Student), First Name, Student Identification #, Email Address, Phone Number

I hereby authorize the College to disclose the following records upon request, as noted below:

Form with checkboxes: Academic Status/Grades/Transcript, Financial Records, Student Account Information, OR All of the above records

These records will be used for the purpose of: PARENTAL/GUARDIAN NOTIFICATION

(For anyone other than who is listed below, the student will need to submit additional forms, authorizing the release of information)

Form with fields: Name (Parent/Third Party), Phone Number, Recipient Complete Mailing Address (repeated twice)

By signing below, I hereby authorize Manhattan College to release my Education Record information as specified above. Further, this release shall be effective until and unless revoked in writing by me.

Form with fields: Student Signature, Date

Form with fields: Student Address, City, State, Zip

Please return this form to: Office of the Registrar, Memorial Hall, Room 101, 4513 Manhattan College Parkway, Riverdale, NY 10471. Phone: 718-862-7914. Fax: 718-862-7457. email: registrar@manhattan.edu

Note: Photo ID is required when submitting this authorization form. If you are mailing, faxing or emailing, please include a legible copy of your MC ID or a government issued photo ID.