



Annual FERPA Notice to Students

Annually, Manhattan College informs students of the *Family Educational Rights and Privacy Act of 1974* (FERPA), as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Policy Compliance Office concerning alleged failures by the institution to comply with the *Act*.

Local policy explains in detail the procedures to be used by Manhattan College for compliance with the provisions of the *Act*. Copies can be obtained from the Registrar's Office. It is also printed in the student handbook and the Manhattan College catalogs. Questions concerning the *Family Educational Rights and Privacy Act* may be directed to this office.



Authorization to Disclose Education Records to Parents/Guardians / Opt Out of Directory Information

Last Name (Student)

First Name

Student Identification Number

SELECT ONE (1):

Choice 1: Consent []

AUTHORIZATION TO DISCLOSE ACADEMIC INFORMATION TO PARENTS/GUARDIANS

In accordance with FERPA, Manhattan College will disclose to parents information from the academic records of a student provided Manhattan College has on file written consent of the student. Please sign below and return to the Registrar's Office if you consent for the College to release to your parents your educational records.

Date

Student Signature

Choice 2: Not Release any Directory Information []

AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

The following is considered directory information at Manhattan College and will be made available to the general public unless the student notifies the Registrar's Office in person or in writing before the last day to add classes.

Student's name, address, e-mail address, telephone number, dates of attendance, date and place of birth, major field of study, number of credit hours enrolled, grade level, degrees, honors, and awards received, participation in clubs and activities, photograph, weight and height of members of athletic teams, most recent educational institution

Under the provisions of the Family Educational Rights and Privacy Act of 1974 you have the right to withhold disclosure of such directory information. Manhattan College will honor your request to withhold directory information.

Please consider carefully the consequences of any decision to withhold such directory information. Should you decide not to release any of this information, any requests for such information from Manhattan College will be refused. This signed request must be received in the Registrar's Office by 4:00 p.m. on the last day to add classes as listed in the academic calendar. This authorization is valid until a written request to rescind is received by the Registrar's Office.

I hereby request Manhattan College not release any directory information from my academic records. I have read the above paragraphs and understand the consequences of my action

Date

Student Signature