

THE CITY UNIVERSITY OF NEW YORK

FERPA RELEASE FORM

PERMISSION FOR ACCESS TO EDUCATIONAL RECORDS

This form allows students to grant third parties, including parents, access to their educational records maintained by the student's college. The Family Educational Rights and Privacy Act (FERPA) 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, subject to certain regulatory exceptions.

Student Name (Please Print): \_\_\_\_\_

Social Security Number or University Identification Number \_\_\_\_\_

I, the undersigned, hereby authorize \_\_\_\_\_ of The City University of New York, to release the following educational records and information (identify records or types of records below):

\_\_\_\_\_  
\_\_\_\_\_

These records should be released to the following person/agency (identify name and address of person/agency to receive information):

\_\_\_\_\_  
\_\_\_\_\_

These records are being released for the purpose stated below:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Date

Please note that "directory information" can be given out without the student's written consent. CUNY defines directory information to include such information as a student's name, attendance dates, home and e-mail address, telephone number, date and place of birth, photograph, status (e.g., full/part-time, undergraduate/graduate), degree program, credits completed, major, student activities and sports, previous school attended, and degrees, honors and awards received. This information may be released to anyone, unless restricted in writing by the student. Contact the Registrar's Office at your campus or the Office of Institutional Effectiveness at MHC if you wish to restrict this information.