

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 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, with certain regulatory exceptions. A description of a student’s rights under FERPA is set forth in more detail in the college catalog.

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

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

I, the undersigned, hereby authorize \_\_\_\_\_ College 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. The City University of New York 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 by written authorization of the student. Contact the Registrar’s Office at your campus if you wish to restrict this information.

COLLEGE DENIAL OF APPEAL FOR ACCESS TO RECORDS

Date: \_\_\_\_\_

Dear Student:

Your appeal for access to student records has been denied. You requested access to (state specific or general category of records).

The reason for the denial of your appeal is that (provide reasons, such as the records do not exist, the records have been discarded, you are not entitled to access because, *e.g.*, cite exception such as confidential letters of reference, psychologist's records, etc.).

You may appeal within 30 days of the date of this letter to the:

Office of the General Counsel and  
Vice Chancellor for Legal Affairs  
The City University of New York  
205 East 42<sup>nd</sup> Street  
New York, New York 10017  
email: [ogc@cuny.edu](mailto:ogc@cuny.edu)

A form for appealing to the General Counsel and Vice Chancellor for Legal Affairs is attached (See Attachment C).

Yours truly,

FERPA Appeals Officer

FERPA APPEAL TO THE GENERAL COUNSEL AND  
VICE CHANCELLOR FOR LEGAL AFFAIRS

Use this form to appeal the denial of your college appeal for access to student records or other alleged denial of FERPA rights. You must appeal within 30 days of the date of the college's denial. Send this form to the address indicated below.

To: General Counsel and Vice Chancellor for Legal Affairs  
The City University of New York  
205 East 42<sup>nd</sup> Street  
New York, New York 10017  
email: [ogc@cuny.edu](mailto:ogc@cuny.edu)

Name: \_\_\_\_\_.

Address: \_\_\_\_\_.

Phone: \_\_\_\_\_.

College: \_\_\_\_\_.

Email: \_\_\_\_\_.

I write to appeal the College's denial of my appeal in a letter dated \_\_\_\_\_.

I enclose the following documents:

\_\_\_\_\_ College's denial of my appeal.

\_\_\_\_\_ My appeal to the college.

\_\_\_\_\_ College's initial denial of access.

\_\_\_\_\_ My initial request for access to records.

\_\_\_\_\_ Additional documents (please itemize): \_\_\_\_\_

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

Please provide the basis for your appeal (you may attach additional pages):

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

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

DIRECTORY INFORMATION NON-DISCLOSURE FORM

This form must be filed with the Registrar's Office if you do not wish any or all directory information disclosed without your prior consent. Directory information otherwise may be made available to any parties deemed to have a legitimate interest in the information. The instructions on this form may be changed at any time by filing a new form with the Registrar's Office. You should initial the appropriate spaces.

Name of student: \_\_\_\_\_.

Student ID number: \_\_\_\_\_.

A. \_\_\_\_\_ I DO NOT WANT ANY DIRECTORY INFORMATION DISCLOSED WITHOUT MY PRIOR CONSENT. (If you initial this space you do not have to fill out the rest of this form, but must date and sign below.)

B. \_\_\_\_\_ I do not want the following categories of directory information disclosed without my prior consent. (Initial those items which you do not want released.)

- \_\_\_\_\_ Name.
- \_\_\_\_\_ Attendance dates (periods of enrollment).
- \_\_\_\_\_ Address.
- \_\_\_\_\_ Telephone number.
- \_\_\_\_\_ Date of birth.
- \_\_\_\_\_ Place of birth.
- \_\_\_\_\_ Photograph.
- \_\_\_\_\_ E-mail address.
- \_\_\_\_\_ Full or part-time status.
- \_\_\_\_\_ Enrollment status (undergraduate, graduate, etc.).
- \_\_\_\_\_ Level of education (credits) completed.
- \_\_\_\_\_ Major field of study.
- \_\_\_\_\_ Degree enrolled for.
- \_\_\_\_\_ Participation in officially recognized activities other than sports.
- \_\_\_\_\_ Participation in sports (teams).
- \_\_\_\_\_ Height if member of athletic team.
- \_\_\_\_\_ Weight if member of athletic team.
- \_\_\_\_\_ Previous school attended.
- \_\_\_\_\_ Degrees received.
- \_\_\_\_\_ Honors and awards received.

C. \_\_\_\_\_ I want my prior instructions not to release directory information withdrawn. I now authorize the college to release all of my directory information to parties with a legitimate interest.

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

NOTIFICATION UNDER FERPA OF STUDENT RIGHTS  
CONCERNING EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. See Section "6" below on your right to prevent the disclosure of directory information. The FERPA rights of students are:

- (1) The right to inspect and review your education records.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. If the records are not maintained by the college official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

All requests shall be granted or denied in writing within 45 days of receipt. If the request is granted, you will be notified of the time and place where the records may be inspected. If the request is denied or not responded to within 45 days, you may appeal to the college's FERPA appeals officer. Additional information regarding the appeal procedures will be provided to you if a request is denied.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

You may ask the college to amend a record that you believe is inaccurate, misleading or otherwise in violation of your privacy rights under FERPA. You should write to the college official responsible for the record, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by you, the college will notify you of the decision and advise you of your right to a hearing before the college's FERPA appeals officer regarding the request for amendment. Additional information regarding the hearing procedures will be provided to you when notified of your right to a hearing.

- (3) The right to consent to disclosure of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to college officials with legitimate educational interests. A college official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the University has

contracted as its agent to provide a service instead of using University employees or officials, a person serving on the Board of Trustees, or a student serving on an official committee, such as a disciplinary committee, or assisting another college official in performing his or her tasks.

A college official has a legitimate educational interest if access is reasonably necessary in order to fulfill his or her professional responsibilities for the University.

Upon request, the college discloses education records without consent to officials of another college or school in which a student seeks or intends to enroll.

(4) You may appeal the alleged denial of FERPA rights to the:

General Counsel and Vice Chancellor for Legal Affairs  
The City University of New York  
205 East 42<sup>nd</sup> Street  
New York, New York 10017  
email: [ogc@cuny.edu](mailto:ogc@cuny.edu)

(5) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C., 20202-5920

(6) The college will make the following "directory information" concerning current and former students available to those parties having a legitimate interest in the information: name, attendance dates (periods of enrollment), address, telephone number, date and place of birth, photograph, e-mail address, full or part-time status, enrollment status (undergraduate, graduate, etc.), level of education (credits) completed, major field of study, degree enrolled for, participation in officially recognized activities and sports, height and weight of athletic team members, previous school attended, and degrees, honors and awards received. By filing a form with the Registrar's Office, you may request that any or all of this directory information not be released without your prior written consent. This form is available in the Registrar's Office and may be filed, withdrawn, or modified at any time.