



<i>Office Use Only:</i>		
Receiving Staff Signature _____	Office _____	Date _____
Processing Staff Signature _____	Office _____	Date _____

Family Educational Rights & Privacy Act (FERPA) Waiver

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. These records include grades, judicial sanctions, financial records and other personal information.

Salem State University is committed to following federal law and protecting the privacy of students and will not disclose any protected information from our student records. In addition, the university will refrain from sharing non-directory information to any individual, including parents or guardians, without the written consent of the student. By signing this waiver a student is authorizing the designated university office to share information with select individuals and/or parties; however, the student will remain the primary contact person.

I, _____, date of birth _____ and student ID# _____ understand the Family Educational Rights and Privacy Act (FERPA) as it relates to information from my educational records, and my right to keep such information confidential. I hereby consent to allow the designated office(s) at Salem State University to disclose information from the following records:

- On-Campus Housing
- Student Life Office
- Academic Records
- Financial Aid
- Student Accounts
- All Student Records
- Other – (Please specify): University Police

I hereby authorize said disclosure to be made to the following person(s):

Entity #1

Entity #2

Individual _____

Individual _____

Street Address _____

Street Address _____

City, State, Zip _____

City, State, Zip _____

Phone _____

Phone _____

Relationship _____

Relationship _____

Security Word _____

Security Word _____

I have read this document in its entirety and I understand the content. I agree to allow the designated university office(s) to share information with the identified individual(s) named above. I understand that in order to rescind this waiver I must do so in writing at the Registrar’s Office. I also understand that this waiver does not authorize the release of any counseling and health services treatment records as it is outside the jurisdiction of FERPA.

Student Signature: _____ Date: _____

FERPA Frequently Asked Questions

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents/families/guardians the right to have access to the student's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parent/guardian to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

How am I informed about my rights under FERPA?

Educational agencies and institutions are required to notify parents and eligible students about their rights under FERPA. Section 99.7 of the FERPA regulations sets forth the requirements for the notification and there is a model notification on this web site. Schools do not have to individually notify parents and eligible students but do have to notify them by any means that are reasonably likely to inform the parents or eligible students of their rights.

Under what circumstances may a school disclose information from education records without consent?

There are several exceptions to FERPA's general prior consent rule that are set forth in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information".

What is "Directory Information"?

FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The university has designated the following items as "directory information": a student's name, electronic mail address, local and permanent mailing addresses, telephone numbers, date and place of birth, major and minor fields of study, dates of attendance, enrollment status (full or part time), certificates, degrees, honors and awards received (including scholarships), date of actual or expected graduation, previous educational institution attended, participation in officially recognized activities and sports sponsored by the university, weight and height of athletic team members.

If I am a parent of a university student, do I have the right to see my student's education records, especially if I pay the bill?

As noted above, the rights under FERPA transfer from the parents to the student, once the student turns 18 years old or enters a postsecondary institution at any age. The university will not disclose information to a third party without the consent of the student.

May a postsecondary institution disclose to a parent, without the student's consent, information regarding a student's violation of the use or possession of alcohol or a controlled substance?

Yes, if the student is under the age of 21 at the time of the disclosure. FERPA was amended in 1998 to allow such disclosures. See § 99.31(a)15 of the FERPA regulations.

Is this waiver acceptable for my entire tenure at Salem State University?

Yes, this waiver is valid as long as the student is a Salem State student. Upon separation from the university, this waiver is canceled.

Please Initial: _____

Student ID#: _____

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