

## OFFICE OF ACADEMIC RECORDS

# ***ACCESS TO EDUCATION RECORDS FORM***

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The Family Education Rights and Privacy Act of 1974 (FERPA) gives students the right to control access to their educational records. Information about FERPA is printed in the “Student Handbook,” and the “College Catalog.” A full copy of the act is available to you. If you would like your own copy, contact the Academic Records Office.

### **This Form**

Please complete the reverse side of this form and return it to the Office of Academic Records at the back entrance of St. Joseph’s Hall. If you have any questions, please contact Kevin Paquette, Director of Academic Records (893-7797).

### **Release of Directory Information**

The Act defines “Directory Information” as information that can be provided in response to an inquiry. The College reserves judgment on the appropriateness of the request. The most common requests are from potential employers and insurance companies wanting to verify enrollment or graduation. Additional requests come from institutions that you may have requested provide you with services or products. A good example is the many requests we receive in response to student applications for credit cards. While it is your right to make the decision that best reflects your desires, we recommend that for your future convenience, you do not block access to directory information.

The following data has been designated as Directory Information at the College:

- your name, campus address, telephone listing
- your campus email address
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- the weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational institution attended

### **Release of Grades and Academic Records to Your Parents**

**You determine the extent of access that the College provides to your parents or guardians.** If you wish to grant them access, indicate this on the form.

### ***IF YOU DO NOT FILL OUT THIS FORM:***

- 1) We assume you approve releasing Directory Information***
- 2) We assume that you do not approve releasing Academic Information to your parents.***

Saint Joseph's College of Maine

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

Date: \_\_\_\_\_ Student ID No./SS# \_\_\_\_\_

Please complete this form and return it to the Office of Academic Records located in the lower level of Saint Joseph's Hall.

**I have read the information on the reverse side of this form**, and request that you take the following action concerning access to my educational records at Saint Joseph's College of Maine:

*Please Check One*

**NO ACCESS**

- **NO**, The College should not release Directory Information
- **NO**, The College should not release Academic Information to my Parents

**FULL ACCESS**

- **YES**, The College should release Directory Information
- **YES**, The College should release Academic Information to my Parents

***Please note!!!*** If you instruct the College to NOT release Directory Information, your name will NOT be included on items that are typically sent to media outlets for publication/broadcast (i.e. Dean's List, Graduation, press releases, etc.).

**Student's Signature** \_\_\_\_\_