

# Meredith College

## Release of Educational Records

FERPA, the Family Educational Rights and Privacy Act of 1974, requires Meredith College to hold your educational records confidential. The law does allow the College to release information that it has designated as "directory information," such as

- Name, address, telephone number and e-mail address
- Date and place of birth and country of citizenship
- Dates of attendance, academic major, degrees and awards received

Information not designated as directory information will only be released under the regulations promulgated by FERPA. Meredith College is permitted by law to release and share your student educational records without your prior consent to the following parties:

- Meredith College employees with a legitimate educational purpose
- Officials of other schools in which the student seeks admission
- Appropriate persons in connection with a student's application for, or receipt of, financial aid
- Federal or state officials as defined in paragraph 99.37 of the Family Educational Rights and Privacy Act of 1974
- State and local officials authorized by state statute
- Organizations conducting studies for, or on the behalf of, Meredith College for the purpose of assisting in accomplishing the College's stated goals
- Organizations conducting studies for schools the student has attended
- Accrediting organizations, to carry out their functions

- Parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954 (Written consent may be allowed from either of these separated or divorced parents subject to any agreement between the parents or court order. In the case of a student whose legal guardian is an institution, a party independent of the institution, appointed under state and local law to give parental consent, may be allowed to do so).
- In compliance with judicial order or subpoena
- Appropriate persons in connection with an emergency if such knowledge is necessary to protect the health or safety of a student or other person

NOTE: With the exception of Meredith College employees who have been determined by the College to have a legitimate educational purpose, all individuals and agencies who have requested or obtained access to a student's record (other than directory information) will be noted in a record which is kept with each student's educational records. A request must be in writing stating the purpose of the request. This record will also indicate specifically the legitimate interest that the person or agency had in obtaining the information. If the legitimate educational purpose of a request is in question, the matter will be referred to the President of the College for adjudication.

Meredith may release educational records to other outside parties with a signed consent form authorizing the release by the student.

For a full description of FERPA and how it relates to your educational records, refer to the Student Handbook.

I \_\_\_\_\_ authorize the release of the following academic records:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Academic Status | <input type="checkbox"/> Midterm reports | <input type="checkbox"/> Judicial/Honor Council Status | <input type="checkbox"/> Semester Grades |
| <input type="checkbox"/> Transcript      | <input type="checkbox"/> Course Schedule | <input type="checkbox"/> Other _____                   |  |

to the following individuals:

\_\_\_\_\_

\_\_\_\_\_

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

This release will remain in effect until: \_\_\_\_\_

*This release may be revoked at any time with a signed statement by the student.  
Copies of this release will be kept in the student's permanent academic located in the Office of the Registrar  
and sent to the student's academic advisor.*