

# Family Educational Rights and Privacy Act Release Form

## SUNYUlster

Ulster County Community College  
Stone Ridge, NY 12484

Office of the Registrar  
845: 687-5075  
FAX: 845-687-5126

I, \_\_\_\_\_, \_\_\_\_\_  
Full Name Student ID

Hereby authorize the below named person(s) to have full access to my academic records.

Full Name	Relationship to Student
1.	
2.	
3.	

**OPTIONAL** Password: \_\_\_\_\_ (limit to 8 characters or less)  
If a student has provided a password, all individuals identified above must know the password in order to access information.

**Request for information by either the student or above named individuals must be made in writing along with a picture ID and cannot be discussed over the phone.**

This authorization waives any privacy protections under FERPA and is effective for the:

<b>This form is kept on file for up to 1 year only!</b> <b>You must submit a new one every year.</b>	<b>Semester</b>

**Option: I authorize the release of the following information:**

Departments	
_____ 1. Financial Aid	_____ 5. Academic Advisor
_____ 2. Student Accounts	_____ 6. Academic Support Services
_____ 3. Admissions	_____ 7. Student Services
_____ 4. Registrar's Office	_____ 8. Instructors

Please specify reason for release of records in space provided below.

\_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_  
Print Student Name

<b>OFFICE USE ONLY:</b> <input type="checkbox"/> Database <input type="checkbox"/> Banner Date: _____
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## Family Educational Rights and Privacy Act

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, which is commonly referred to as the Buckley Amendment, prohibits us from sharing information with you or with other individuals unless the College has certified proof that the individual inquiring on your behalf is your legal guardian, and that you are financially dependent upon that individual. Acceptable documentation would be a copy of that person's most recent federal Tax Return.

We cannot tell third parties the balance of your account or the amount of your bank check. We cannot tell third parties if you have paid your Statement, or the amount and date of the payment. Grades and information concerning your enrollment status cannot be released except to state and federal agencies requesting specific information necessary to service you appropriately. Transcripts are only released under your explicit written authorization.

We recognize that this limitation may cause occasional inconvenience to you, your family, and other interested third parties, but we are bound by law to protect each student's right to privacy. You, of course, can secure this information by visiting our offices or calling when a visit is not possible. However, information such as "grades earned" will not be given over the telephone.

You may choose to further restrict access to your records. Please contact the Registrar about this process.

You may also provide written permission for the release of your information to whomever you wish. To do so you must complete this form and submit an original to our office. Social security numbers will be used to identify the people you designate.

The administrative offices of SUNY Ulster may exchange information between offices and agencies as covered by the Family Privacy Act as necessary. In additions, we will share the information with the student applicant and or other individuals as indicated below. **NO OTHER INDIVIDUAL/AGENCY WILL RECEIVE ACCESS TO OR INFORMATION FROM YOU STUDENT RECORDS UNLESS YOU (the student applicant) AUTHORIZE SO IN WRITING.**