

Dear Student:

We want to take this opportunity to give you a brief summary of your rights under The *Family Educational Rights and Privacy Act* (FERPA), the federal law that governs release of and access to student education records. These rights include:

1. The right to inspect and review your education record within a reasonable time after the Purdue University Fort Wayne receives a request for access. If you want to review your record, contact the Office of the Registrar to complete a "Request to Inspect and Review Education Records" form.
2. The right to request an amendment of your education record if you believe it is inaccurate or misleading. If you feel there is an error in your record, you should submit a "Request to Amend or Remove Education Records" form to the Office of the Registrar, clearly identifying the part of the record you want changed and why you believe it is inaccurate or misleading. That office will notify you of their decision and advise you regarding appropriate steps if you do not agree with the decision.
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 school officials with "legitimate educational interests." A school official has a legitimate educational interest if the official has a "need to know" information from your education record in order to fulfill his or her official responsibilities. Examples of people who may have access, depending on their official duties, and only within the context of those duties, include: university faculty and staff, agents of the institution, students employed by the institution or who serve on official institutional committees, and representatives of agencies under contract with Purdue Fort Wayne.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Purdue Fort Wayne to comply with the requirements of FERPA.

Release of student record information is generally not done at Purdue University Fort Wayne without the expressed, written consent of the student. There are, however, some exceptions.

For example, directory information includes the following, and may be released without the student's consent: name, address, e-mail address, telephone number, school/division, major, current enrollment status, dates of attendance, class standing, degrees and awards received, participation in officially recognized activities and sports, and information related to athletic team participation. Please note that you have the right to withhold the release of directory information. To do so, you must complete a "Request for Prevent Disclosure of Directory Information" form, which is available from the Office of the Registrar.

Consider very carefully the consequences of any decision you make to withhold directory information, as any future requests for such information from other schools, prospective employers or other persons or organizations will be refused (*i.e.*, we will *not* be able to confirm your degree to a prospective employer). Purdue Fort Wayne will honor your request to withhold all directory information, but will not assume responsibility to contact you every time a request is received. Regardless of the effect upon you, Purdue Fort Wayne assumes no liability for honoring your instructions that such information be withheld.

The Purdue Fort Wayne Release of Student Information policy explains in detail the procedures to be used by Purdue Fort Wayne for compliance with the provisions of the *Act*. A copy can be obtained at www.pfw.edu/academics/regulations/policies/release.shtml. It is also printed in the student handbook and the university catalog. Questions concerning the *Family Educational Rights and Privacy Act* may be directed to the Office of the Registrar.

Christopher Huang
Associate Vice Chancellor and Registrar
Purdue University Fort Wayne

Please retain the following information for your records:

Student Name (*Printed*): _____ Recipient Name: (*Printed*): _____

Note: Student information cannot be shared via email.

In order to grant access for verbal conversations, the recipient must provide student ID (900#) _____ and the following **unique** password or passphrase: _____ by calling (260) 481-6815.

Verbal conversation access for registration allows staff to discuss matters involving an Purdue Fort Wayne student including 1) class schedule and 2) midterm and final grade posting as reported by faculty. This verbal conversation does not extend to inquiries related to detailed course content, attendance or test measurement in a specific course. It does not extend for conversation authorization to faculty. It is authorization for registrar staff to speak on institutional guidelines, policies, and posted results to a student record.

Permission to Release Education Record Information

NOTICE TO STUDENTS

Annually, Purdue University Fort Wayne informs students of the *Family Educational Rights and Privacy Act of 1974 (FERPA)*, as amended. This *Act*, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Policy Compliance Office concerning alleged failures by the institution to comply with the *Act*.

The Purdue Fort Wayne Release of Student Information policy explains in detail the procedures to be used by Purdue Fort Wayne for compliance with the provisions of the *Act*. A copy of the policy can be obtained at <http://catalog.pfw.edu/>. It is also printed in the student handbook. Questions concerning the *Family Educational Rights and Privacy Act* may be directed to the Office of the Registrar.

Requested By (Student):

Release To (Recipient):

LAST NAME

FIRST NAME

LAST NAME

FIRST NAME

STUDENT IDENTIFICATION NUMBER

ORGANIZATION/SCHOOL

RELATIONSHIP TO RECIPIENT

ADDRESS

CITY, STATE, ZIP

In accordance with FERPA, the University will disclose information from the academic records of a student provided the University has on file written consent of the student. **Please sign below and return during office hours with photo ID to the Registrar's Office if you consent for the University to release your educational records. This permission is valid until a written request to rescind is received by the Office of the Registrar.**

I give permission for Purdue University Fort Wayne to release information to the recipient listed above.

Note: Student information cannot be shared via email.

In order to grant access for verbal conversations, the recipient listed above must provide student ID (900#) and the following unique password or passphrase: _____ by calling (260) 481-6815.

Verbal conversation access for registration allows staff to discuss matters involving an Purdue Fort Wayne student including 1) class schedule and 2) midterm and final grade posting as reported by faculty. This verbal conversation does not extend to inquiries related to detailed course content, attendance or test measurement in a specific course. It does not extend for conversation authorization to faculty. It is authorization for registrar staff to speak on institutional guidelines, policies, and posted results to a student record.

STUDENT SIGNATURE

DATE

OFFICE USE ONLY

Action taken: SPACMNT Completed

DATE

SIGNATURE