



FERPA Release Guidelines

Students may elect that either portions or the whole of their record be released to a third party, typically parents. Students are required to fill out and submit a completed FERPA release form, found on the Office of the Registrar website. There, they *must* specify what may be released to the specified third party, whether it be specific items (e.g., tuition and fees), or a whole group (e.g., Student Records). The submitted form will be processed by Registrar staff and a REL service indicator will be added to the record detailing the student's request.

The list below includes, but is not limited to, the information that may be released by the Bursar, Registrar, and Financial Aid offices.

Student Financials (Bursar)

- Tuition and fees
- 1098T
- Payments posted
- Disbursed financial aid awards, including scholarships and loans
- Enrollment information as it pertains to billing
- Housing charges
- Financial holds/service indicators, including collections holds

Student Financials (Financial Aid)

- Records relating to eligibility and disbursement of Federal student aid funds
- Student account
- Federal work-study payroll records
- Financial aid applications
- SARs and ISIRs
- Documentation of professional judgement decisions
- Documentation relating to a refusal to certify Federal education loans
- Financial aid history information (for transfer students)
- Cost of attendance information, including documentation relating to any adjustments
- Satisfactory Academic Progress (SAP) documentation
- Documents used for verification
- Entrance and exit counseling records
- Financial records

Student Records (Registrar)

- Grades
- Course schedule
- Enrollment and/or degree verification
- Release of transcript or other printed documents (for pick-up purposes)

For any questions, please contact the Records Management Unit at recordsmanagement@qc.cuny.edu.

THE CITY UNIVERSITY OF NEW YORK

FERPA RELEASE FORM

PERMISSION FOR ACCESS TO EDUCATIONAL RECORDS

This form allows students to grant third parties, including parents, access to their educational records maintained by the student’s college. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student, with certain regulatory exceptions. A description of a student’s rights under FERPA is set forth in more detail in the college catalog.

Student Name (Please Print): _____

Social Security Number or University Identification Number _____

I, the undersigned, hereby authorize _____ College of The City University of New York, to release the following educational records and information (identify records or types of records below):

These records should be released to the following person/agency (identify name and address of person/agency to receive information):

These records are being released for the purpose stated below:

Student’s signature

Date

Please note that “directory information” can be given out without the student’s written consent. The City University of New York defines directory information to include such information as a student’s name, attendance dates, home and e-mail address, telephone number, date and place of birth, photograph, status (e.g., full/part-time, undergraduate/graduate), degree program, credits completed, major, student activities and sports, previous school attended, and degrees, honors and awards received. This information may be released to anyone, unless restricted by written authorization of the student. Contact the Registrar’s Office at your campus if you wish to restrict this information.