



Office of the Registrar  
Registrar@saybrook.edu

### FERPA NON-DISCLOSURE OF RECORD REQUEST

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs: 1. Release of these records (known as education records) maintained by an educational institution and 2. Access to these records.

Under the requirements of the law, schools are required to notify students annually of their rights. Student rights are as follows:

1. Right to inspect and review their educational records.
2. Right to request to amend their educational records.
3. Right to limit disclosure of some "personally identifiable information" (information that would directly identify the student or make the student's identity easily traceable) known as *directory information*.\*

\*Saybrook directory information includes: student name, email address, program, and enrollment status

**INSTRUCTIONS:** Should you wish to prevent the release of your directory information, please complete the below, then email the document as an attachment to [Registrar@saybrook.edu](mailto:Registrar@saybrook.edu).

**Saybrook University will not release any information to external agencies/individuals without the express written consent of the student.**

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records — including your Social Security Number, grades, or other private information — may be accessed without your consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

#### TO BE COMPLETED BY THE STUDENT

Student Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signed Acknowledgement: \_\_\_\_\_

FOR OFFICE USE ONLY				
Contact Manager Activity should be added with relevant part(ies)/releasable records and form should be linked/routed to complete in Perceptive Content				
Date Received:		Date Entered (CVue):		Completed By: