



Office of Student Financial Aid
6400 Press Drive
Administration Building Room 164
New Orleans, LA 70126

PERMISSION TO DISCLOSE EDUCATION RECORDS

It is the policy of Southern University at New Orleans, in accordance with the Family Education Rights and Privacy Act (FERPA), to withhold disclosure of personally identifiable information from education records unless the student has consented to disclosure or FERPA allows disclosure. (See the reverse of this form for a general summary of the Act.)

By signing this form, you give consent to disclose your educational records to your parent(s), legal guardian(s), or other designated person(s). The purpose of the consent is to allow Southern University at New Orleans to release educational record(s) or information contained in your educational records. Such information includes course schedules, reports of concern, grades, disciplinary records, financial aid and student account information. To your parent(s) or other person(s) that you may designate, even when you are no longer listed as a dependent on your parent's income tax return, or you have graduated and left the College, unless you revoke this permission by notifying the Registrar's Office in writing of your intent to do so. **GRADES ARE NEVER DISCUSSED ON THE TELEPHONE WITH ANYONE.**

By checking the box(es) below and printing the appropriate name(s) you indicate **YOUR CONSENT** for Southern University at New Orleans to disclose educational information to your parent(s), legal guardian(s), or other designated person(s). You will need to provide a copy of each individual's picture ID.

- Mother Name: _____
- Father Name: _____
- Legal Guardian Name: _____
- Other (specify) Name: _____

If you **DO NOT** authorize Southern University at New Orleans to disclose education information, please fill out the Request to Restrict Form in the Registrar's Office. If this restriction to release directory information is applied, it includes family members, legal guardians, future colleges and potential employers. We will not be able to acknowledge that the student attended Southern University at New Orleans to anyone without written permission.

Please complete the information below, sign and date:

Student Name: _____ SS#: _____ -- _____ -- _____

Banner ID Number: _____

Student Signature: _____ Date: _____

-Return Completed Form to the Financial Aid Office-
(Please keep a copy for your records) rev.1/2017

Southern University at New Orleans Adheres to the Family Education Rights and Privacy Act

FERPA

General Summary:

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 123g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an application program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - o School officials with legitimate education interest;
 - o Other schools to which a student is transferring;
 - o Specified officials for adult or evaluation purposes;
 - o Appropriate parties in connection with financial aid to a student;
 - o Accrediting organizations;
 - o To comply with a judicial order or lawfully issued subpoena;
 - o Appropriate officials in cases of health and safety emergencies; and
 - o State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, College web site or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Or you may contact us at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920
Rev. 4/2011