

UCCS NON-DIRECTORY INFORMATION RELEASE FORM

At the post-secondary level, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA) and university policy, parents, guardians, and other parties have no inherent rights to inspect your education records. However, education records may be released to your parents, guardians, and other specified parties with your written consent.

By signing this form, you agree that university personnel may provide designated information from your education records, beyond that considered "directory information," to the persons specified on the release form. Examples of education records include: academic performance records/grades, billing information, degree progress, and financial aid/student employment information.

A notation of this approval will be entered on the Student Information System. It will remain on your record and allow us to release information to the specified persons, even when you have graduated or left the University, unless you revoke this permission in writing.

Unless you have designated privacy designation on your student record, the university may release the following directory information to all inquirers: name, address, telephone number, e-mail, dates of attendance, enrollment status, registration status, ID photos, the most recent education agency or institution attended, class level, major field of study, awards, honors, degree(s) conferred with location, past and present participation in officially recognized activities and sports, physical factors (height, weight of athletes), date of birth, and ID photos.

Please hand-deliver the completed form to the Admissions & Records Office, Main Hall 108.
Be sure to bring a picture ID along with you.

Student Name	Student ID Number		
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Permanent Address	City	State	Zip
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Phone Number

Records to be released include the following:

- Academic performance records/grades
- Financial aid/student employment records
- Degree progress
- Billing information

Individuals to whom information may be released:

First Person

Name	Relationship to Student
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Permanent Address	City	State	Zip
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Second Person

Name	Relationship to Student
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Permanent Address	City	State	Zip
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By my signature I am certifying that I give permission for UCCS to release the above information to the individual(s) listed on this form.

Signature

Date

****SIGN AND DATE THIS PORTION ONLY TO REVOKE THIS PERMISSION****

Student Signature

Date

By signing to revoke this form, you indicate that you no longer give written consent to all persons previously granted access to your education records.

Students: PLEASE RETURN THIS FORM TO THE OFFICE OF THE REGISTRAR (MH 108). YOU WILL NEED TO PRESENT A PHOTO ID.

Frequently Asked Questions Regarding Release of Information under FERPA and Student Rights.

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the expressed written consent of the student or as specified by other exceptions such as subpoenas and court orders. FERPA was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data education informal and formal hearing. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

Why should I sign this form?

If you sign this form, the person you have given access to will be able to discuss your records or student accounts with representatives of the University Registrar, Cashier's, Financial Aid, and Academic Advising offices without providing your written consent each time.

Does everyone need to sign this form?

No. Students should only sign this form if they want to give someone outside the university access to their educational records. (See Directory Information below.)

Can I change my mind?

Yes. If you decide that you no longer want others to have access to your records just fill out a new form and cancel the release.

What Types of Information will be released to the designated parties if I sign this release?

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. University individuals may choose to not release information without obtaining specific student permission. Release of information is not required by law.

What does the University consider directory information?

Directory information may be given out *without* the student's written consent. The University of Colorado at Colorado Springs defines directory information as a student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, physical factors such as weight and height of members of athletic teams, dates of attendance, degrees and awards received, student level, enrollment status in any past or present semester (i.e., full/part-time), registration status, ID photos, and the most recent education agency or institution attended. This information may be released to anyone, unless restricted by written authorization of the student. Contact staff in the Office of the University Registrar if you wish to restrict this information. (Office of the University Registrar 7/10/09).