

Student Authorization to Release Records

POLICY REGARDING RELEASE OF STUDENT RECORDS TO PARENTS

Student Release. Students may authorize the College to release private student records and academic information to indicated people *upon that person's request*. Students who desire this service need to complete this form and file it with the Registrar's Office. **This authorization is voluntary.** This authorization will remain in effect until the student provides written notice to the Registrar terminating the service.

Parental Release. According to the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, the College may provide to parents or legal guardians of dependent students information regarding academic progress and disciplinary action *without* student consent.

Status as a dependent is determined by the Internal Revenue Code of 1986, Section 152. In accordance with FERPA, parents or guardians who wish to receive such information *without* student consent must make written request to the Registrar **and provide evidence** that the parents or guardians declared the student as a dependent on their most recent Federal Income Tax Form. Northland College does not release any information to parents without a signed student release indicating consent.

Authorization to provide information *without* student consent in such cases as provided by FERPA remains in effect for the current academic year only.

AUTHORIZATION TO BE COMPLETED BY THE STUDENT:

I, the undersigned student, do hereby request that any information concerning me be released to the person(s) named below upon their request. My signature authorizes the College to release information about me during the period in which I am enrolled at the College. I understand I have the right to terminate this authorization by providing written notice to the Registrar.

Print Student Name _____ Northland College ID 900 - ____ - _____

Student Signature _____ Date _____

Provide student information to: Both Parents Father Only Mother Only Guardian/Other below

PRINT Name & Address of FATHER/Guardian/Other:

Father's Name _____
Address _____
City, State, ZIP _____
Telephone _____
Relationship _____

PRINT Name & Address of MOTHER/Guardian/Other:

Mother's Name _____
Address _____
City, State, ZIP _____
Telephone _____
Relationship _____

NOTICE: Authorization becomes valid when filed in the Registrar's Office.

Registrar's Office Use Only:

The confidentiality of students' educational records is protected by the Family Educational Rights and Privacy Act (FERPA), a federal law. FERPA allows the College to release student "directory information" without a student's consent, unless the student has requested in writing that such information be kept confidential. Northland College defines "directory information" as the following:

name, birthdate, all addresses (campus, campus post box, permanent, etc.), all telephone numbers (permanent/ mailing and campus, etc.), Northland College e-mail address, previous educational institutions attended, major and/or minor field(s) of study, name of advisor, photos, participation in officially recognized activities/sports, class year/academic level, dates of attendance, current credit load, enrollment status, credit hours earned, honors awarded, degree(s) received, dates that degree(s) or honor(s) were received.

The two most common ways in which Northland College releases student directory information are:

1. Through the verification process of the Registrar's Office or similar offices that have access to student records. The verification process verifies that a student is enrolled at the College by potential employers, credit agencies, insurance companies and others. Directory information as defined above may be made available through other offices with access to student records upon similar request.
2. The "Campus Directory" PDF file is available through the Northland College secure portal and on PubFiles. This database lists campus mailbox, campus phone, campus address, and home address information for students. Because it is on the secure portal and on PubFiles, it is available only to members of the campus community who have Northland computer accounts. It may also be released to the County Clerk for voter registration purposes. The public directory on the Northland College website makes available a student's name, campus address, campus phone number, and campus e-mail address.

Northland College offers students the option to keep all directory information confidential. However, please be advised that doing so will make this important information unavailable to all, including prospective employers, credit agencies, and others to whom you may want this information known. Thus it is recommended that students carefully consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld.

To allow the release of your directory information, you need to do nothing.

If you wish Northland College to keep your directory information confidential, you must complete the appropriate form available in the Registrar's Office no later than the last day of the drop/add period for the current term. Once this form is filed with the Registrar's Office, it will remain in effect until you withdraw it in writing.
Withholding directory information means enrollment and degree verifications will not be completed.

For questions about compliance with FERPA and/or GLB Act, call the Registrar's Office at 715/682-1227.

Registrar's Office
Craig A. Ponzio Campus Center – 2nd Floor
1411 Ellis Avenue
Ashland, WI 54806