

Completing the FERPA Authorization form:

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Log into your Castleton Portal. On the Web Services Menu on the right hand side of your welcome page, choose Student Academic Profile, then choose FERPA Authorization Form.

Information from my educational records may be released to:

Relationship	First Name	Last Name	Grant Access
M - Mother	Jane	Doe	<input checked="" type="checkbox"/>
O - Other	John	Smith	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

Access Code

Add the people you are allowing us to speak to, then create an Access Code. This is a word or phrase that the people on the list must give verbally over the phone each time they call, so please make it simple and easy to remember, like a pet name, favorite movie, sports team, etc. Then click Submit, and be sure to give the code to each person on the list.



Family Educational Rights and Privacy Act

The Family Educational and Privacy Act (FERPA) is a federal law designed to protect the privacy of student educational records. The law gives eligible students, those who have reached the age of 18, or the parents of students under the age of 18, certain rights with respect to their education records. Students have the right to inspect and review all of their educational records maintained by the college. If parents/guardians claim a student as a dependent, they may have access to the student's educational records without prior permission.

Students have the right to request that the college correct **academic records** believed to be inaccurate or misleading. If the college decides not to amend the record, the student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the eligible student has the right to place a statement with the record commenting on the contested information in the record.

Generally, the college must have written permission prior to releasing any **academic information** from a student's record. However, the law allows the college to disclose records without consent, to the following parties:

- College employees who have a need to know;
- Other schools to which the student is applying;
- Certain government officials in order to carry out lawful functions;
- Appropriate parties in connection with financial aid to a student;
- Parents of dependent eligible students;
- Organizations conducting studies for the college;
- Accrediting organizations;
- Individuals who have obtained court orders or subpoenas;
- Persons who need to know in cases of health and safety emergencies; and state and local authorities, within the justice system, pursuant to specific state law.

Students have the option of completing an online form in Web Services (see reverse for instructions) that provides parents or others with access to their academic records and an access code for them to provide when seeking information either in person or on the phone. This permission does not include transcript requests, GPA information or grade reports; these must be individually requested by the student.

DIRECTORY INFORMATION

The college may also disclose, without consent, "**directory type information**" that is considered not to be harmful to student/parent if released. The information considered by the college to be directory information is name, home and college address, telephone listing, email address, date of birth, major, enrollment status (full-time or part-time), enrollment level (undergraduate or graduate), dates of attendance, degrees and awards received, weight and height of athletic team members, photographs, most recent and previous educational institutions attended, and participation in officially recognized activities and sports. Parent information is not directory information.

Students have the right to withhold the release of any or all directory information, to do so a written request must be made at the Office of the Registrar. It should be noted that if directory information is to be withheld, it will be withheld all parties. A request to withhold directory information must be made **as soon as possible after the term begins** and will remain in effect until revoked by the eligible student.

For additional information, technical assistance or to file a complaint, you may contact the Family Policy Compliance Office at (202) 260-3887 or om@ed.gov or US Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605