Ottawa University

Prepare for a Life of Significance™

FERPA Form

Family Education Rights and Privacy Act of 1974

This is a federal law designed to protect the privacy of education records. Education records are those records directly related to a student and maintained by the institution or by a party acting for the institution. It also provides guidelines for appropriately using and releasing student education records. It is intended that students' rights be broadly defined and applied. Therefore, the student is considered as the "owner" of his or her education record, and the institution is the "custodian" of that record. Under this law students have the right to inspect and review their education records, to limit the disclosure of personally identifiable information contained in education records, to amend education records, and to ensure that third parties do not redisclose personally identifiable information.

Some examples of exceptions for having a written release include:

- School officials with a legitimate educational interest/need to know
- To comply with a judicial order or lawfully issued subpoena
- Disclosure to parents of dependent students (IRS definition)
- Disclosure of directory information
- Disclosure for a health/safety emergency

DIRECTORY INFORMATION

The items listed below are designated as "Directory Information" and may be released for any purpose at the discretion of the institution. Under the provisions of the Family Educational Rights and Privacy Act of 1974, as amended, you have the right to withhold the disclosure of any or all of the categories of "Directory Information" listed below. Please consider very carefully the consequences of any decision by you to withhold any category of "Directory Information." Should you decide to inform the institution not to release any or all of this "Directory Information," any future requests for such information from non-institutional persons or organizations will be refused. The institution will honor your request to withhold any of the categories listed below but cannot assume responsibility to contact you for subsequent permission to release them. Regardless of the effect upon you, the institution assumes no liability for honoring your instructions that such information be withheld.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION

Please mark the appropriate boxes and affix your signature below to indicate your approval/disapproval for the Institution to disclose the following public or directory information.

Category I: **Name, address, telephone number, and email address of student and parent/guardian. Dates of attendance, enrollment status, class, course schedule, class lists, and photographs/videos (including appearance in the yearbook, athletic/honor/commencement programs, team/club rosters, press releases, etc.).**

Ottawa University may disclose information in Category I ☐ *Yes* ☐ *No*

Category II: **Previous institution(s) attended, major field of study, awards, honors, degrees conferred (including dates) [i.e. Honor Roll, Dean's List, Sigma Alpha, athletic awards, etc.].**

Ottawa University may disclose information in Category II ☐ *Yes* ☐ *No*

Category III: **Past and present participation in officially recognized athletics and activities; physical factors (height, weight of athletes); date and place of birth.**

Ottawa University may disclose information in Category III ☐ *Yes* ☐ *No* ☐ *Not Applicable*

Financial Aid Information: **disclose financial aid information to parent(s), guardian(s), or designated individuals.**

Ottawa University may disclose information ☐ *Yes* ☐ *No*
If yes, please indicate below:

_____
Parent/Guardian/Designated Individual Name(s)

Student Account Information: **disclose student account information to parent(s), guardian(s), or designated individuals.**

Ottawa University may disclose information ☐ *Yes* ☐ *No*
If yes, please indicate below:

_____
Parent/Guardian/Designated Individual Name(s)

_____
Student's Signature Date

_____
Student's Printed Name (print neatly) Student ID Number

NOTE: This form must be received in the Registrar's Office prior to the start of the third week of class or it will be assumed that the above information may be disclosed for the remainder of the current academic year unless otherwise notified. A new form for non-disclosure may be completed each academic year upon request. You will be notified annually regarding this opportunity. Ottawa University assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" will indicate individual approval for disclosure.