



FERPA Information and Release Form

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring the student's prior written consent before disclosing personally identifiable information to a third party. Under FERPA regulations, colleges and universities may release directory information to third parties without prior written consent. Trinity's definition of directory information is specified below in the definitions of Category I and II information.

Trinity's Catalog policy governing the disclosure of student records:

"The following categories of student information are designated as public or directory information:

"Category I information includes name, address, telephone number, dates of attendance, and class standing.

"Category II information includes previous institution(s) attended, major field(s) of study, awards, honors (such as Dean's List), and degree(s) conferred.

"Information from Category I or Category II may be disclosed by the institution for any purpose, at its discretion.

"Under the provision of the Family Educational Rights and Privacy Act of 1974, students may withhold disclosure of any category of information. To prohibit disclosure, students must provide the Office of Enrollment Services with written notification.

"Trinity assumes that any student who does not specifically request the withholding of Category I or II directory information has indicated individual approval for disclosure.

"Accordingly, Trinity complies with the provisions set forth in Sec. 438 of the General Educational Provisions Act, 20 U.S.C. 1232 (g), entitled the Family Educational Provisions Act of 1974. This law guarantees the student's right to examine her or his official educational records, as well as her or his right to privacy pursuant to the release of such records to third parties."

If you wish to grant Trinity's Office of Enrollment Services permission to discuss the specifics of your academic records, beyond information covered by Category I and Category II as designated above with a third party, please complete the other side of this form.



FERPA Information and Release Form

Name: (F) _____ (MI) _____ (L) _____

ID Number: _____ Date of Birth: ___/___/_____

I understand that FERPA protects the privacy of my academic records and that information not considered directory information may not be released without my prior written consent. I, the undersigned, authorize Trinity to release full information regarding my academic records to the parties listed below.

Designated Individuals:

Name: _____ Relationship: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ - _____

Name: _____ Relationship: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: (_____) _____ - _____

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to the Enrollment Services Office at Trinity. Any such revocation shall not affect disclosures previously made by Trinity prior to the receipt of the written revocation.

Student Signature: _____ Date: ___/___/_____

Office Use Only:

Date Received: _____

Entered by: _____

Date: _____