



1000 State Street | Springfield MA 01109 | 1 800 242 3142 | www.aic.edu

## Family Education Rights and Privacy Form (FERPA)

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

I,  consent to the release of my education records to the individuals listed below for the purpose of keeping them informed about my education at American International College. I understand that education records include, but are not limited to, information about my academic standing, disciplinary issues and financial obligations to the College.

I acknowledge that I may submit a subsequent notification, in writing, directing the College to no longer release information to any or all of the individuals listed below.

American International College is authorized to release information to the following individuals.

**Please print clearly:**

Name	Relationship to Student

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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I,  withdraw my consent to release information about my educational records to the individuals listed above.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Return to:

American International College  
Registrar's Office  
Lee Hall 1<sup>st</sup> Floor  
OR  
Fax 413-205-3974  
Email: [Registrar@aic.edu](mailto:Registrar@aic.edu)

## **Registrar's Office FERPA facts:**

**American International College** promotes interactive problem solving and open communication between students and their families. The College shares student information in accordance with federal and state regulations. The primary regulations affecting student information are referred in the Family Education Rights and Privacy Act (FERPA), which requires AIC faculty, staff and representatives to discuss the content of a student's education record with their parents and guardians only if specific conditions are met. Below is a list of frequently asked questions to help you understand these regulations.

### **Q: What is FERPA?**

A: The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to access their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.

### **Q: What can I do if I want faculty and staff to be able to talk to my parents about my education record?**

A: Simply complete the "FERPA" waiver and return it to the Registrar's Office.

### **Q: Once I submit the waiver form, how long is it in effect?**

A: Consent will remain in effect until a student submits a subsequent written request to the Registrar's Office, revoking their consent to release information.

### **Q: Do parents or guardians of college students have the right to see their children's education records? Does it make a difference if they are paying the tuition?**

A: The rights under FERPA transfer from parent to student once the student turns 18 or enters a postsecondary institution. The rights are not waived based upon who is paying for the student's education. The institution may, however, disclose information from a student's education record to the parents of the student without the student's consent if the student is a dependent for federal income tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision. While AIC will accept documentation of dependent status, we encourage submission of the waiver as a preferred approach to the release of education records since it will not have to be submitted annually, as proof of dependency.

### **Q: What constitutes an education record?**

A: An education record is any record which contains information that is personally identifiable to a student, and is maintained by the Institution. Education records includes, but is not limited to written and printed documents; electronic media; magnetic tape (microfilm and microfiche); film; diskette or CDs; video or audio tape. This includes transcripts or other records obtained from a school in which a student was previously enrolled.

### **Q: What is not an education record?**

A: Records not considered part of an education record include, but are not limited to, records of the law enforcement unit of an educational institution, records made or maintained by a physician or other recognized professional acting in his or her professional capacity, and records that only contain information about an individual after he or she is no longer a student at the Institution.

### **Q: Under what circumstances may an institution disclose information from education records without consent?**

A: There are several exceptions to FERPA's general prior consent rule that are set for in the statute and the regulations. See § 99.31 of the FERPA regulations. One exception is the disclosure of "directory information" as set forth in FERPA guidelines. (34 CFR § 99.31(a)(11)).

### **Q: What is "directory information"?**

A: "Directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. (a) Directory information includes, but is not limited to, the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; grade level; enrollment status (e.g., undergraduate or graduate, full-time or part-time); dates of attendance; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended

### **Q: What should I do if I want my "directory information" handled as confidential information?**

A: Students may choose at any time to have their directory information marked confidential. To do so, students must come in person to the Registrar's Office. The consequences of a decision to withhold directory information will be explained to the student by the Registrar Staff. The College will honor your request to withhold directory information. AIC assumes no liability as a result of honoring your instructions to withhold this information.