



Family Educational Rights and Privacy Act ("FERPA")
Parent / Guardian Education Record Release Form
Office of the University Registrar

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), Lesley University may disclose certain information from your education records with your prior consent. With your signature below, you authorize Lesley University to release your education records to your parent or legal guardian (both are referred to as "parent" here).

Student name: _____ Lesley ID _____
(or last four digits of SSN)

I understand that:

- This consent shall remain in effect until revoked by me, in writing, and delivered to the Office of the University Registrar, but any such revocation shall not affect disclosures made by Lesley University prior to the receipt of written revocation.
Under the Family Educational Rights and Privacy Act (FERPA), Lesley University is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent:

[] Yes. I certify that my parents claim me as a dependent for federal income tax purposes.

- If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, please indicate below:

[] No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

[] I do not know if my parents claim me as a dependent for federal income tax purposes.

If you agree that Lesley University may disclose information from your education records to your parents even though they do not claim you as a dependent (or you don't know if they do), you agree to the following: I consent to the disclosure of my education records to my parent(s) for reasons determined by Lesley University as appropriate. This authorization will remain in effect for the _____ school year.

- Further information about access to my education records is summarized on the other side of this form.

By signing this consent form, I voluntarily authorize the University to duplicate and release the following records to:

Name of parent or legal guardian

Street Address City/Town Zip/Postal Code

Telephone E-mail Address Fax Number

Student signature: _____ Date _____

Office use only:

Date:

Initials:

Ways to submit this form:

- Online: Submit a ticket to the Support Hub at support.lesely.edu
Mail: Office the Office of the University Registrar, 29 Everett Street, Cambridge, MA
Drop-Off: Support Hub Help Desk, 1815 Massachusetts Avenue
Fax: 617.649.4855

In accordance with FERPA, students are notified of the following rights:

1. The right to inspect and review the student's education records within 45 days of the date Lesley University receives a request for access. In order to request access to a student's education records, a student should submit a written request to the University Registrar that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar will either obtain the records or advise the student of the correct official to whom the request should be addressed.

2. The right to request amendment of the student's education records that the student believes are inaccurate or misleading, or otherwise in violation of the student's privacy rights. In order to request an amendment to student education records, a student must write to the University Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the records are not maintained by the Registrar, the Registrar will advise the student of the correct official to whom the request should be addressed.

The University will review the request and decide whether to amend the record within a reasonable time after receiving the request. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If the hearing does not change the result, the student may put a statement in the student's education record stating the student's disagreement with the University's decision.

3. The right to consent in writing to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Please see below for more information.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Lesley University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Disclosure of Information from Education Records without Student Consent:

FERPA regulations permit the disclosure of personally identifiable information from a student's education records without the prior written consent of the student if the disclosure meets certain conditions. For more information about those exceptions, please refer to the Registrar's website or the student handbook.

Military Access to Education Records: Under the Solomon Amendment, Lesley University may not in policy or practice prohibit or prevent the Secretary of Defense and his/her representatives from obtaining, for military recruiting purposes, entry to campus, access to students on campus, or access to directory information, nor may Lesley University institute an anti-ROTC policy. Pursuant to the Solomon Amendment, for the purpose of military recruiting, Lesley University must permit Department of Defense entities to obtain the following student information: name, address, telephone listing, age or year of birth, level of education (e.g., freshman, sophomore, or degree awarded for a recent graduate), and academic major. However, if a student has formally requested that such information be withheld from public disclosure, Lesley University may not provide such information to the Department of Defense entities. See above for the process for requesting that such information be withheld from public disclosure.