



Family Educational Rights and Privacy Act ("FERPA")
Third Party 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 specified education record(s) to the specified person for the reason(s) set forth below.

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.
- I have the right to receive a copy of the records released upon request.
- 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 individual (and institution, if applicable)

Street Address

City/Town

Zip/Postal Code

Telephone

E-mail Address

Fax Number

Description of records to be released:

☐ Transcript

☐ Disciplinary records

☐ All records

☐ All academic records

☐ Disability Service Office records

Reason for release of records:

Student signature: _____ Date _____

Ways to submit this form:

Online: Submit a ticket to the Support Hub at support.lesely.edu

AUJ: Office of the Office of the University Registrar, 29 Everett Street, Cambridge, MA

8fcd!CZZ Support Hub Help Desk, 1815 Massachusetts Avenue

: **U** . 617.649.4855

Office use only:

Date:

Initials:

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.