

DUTCHESS COMMUNITY COLLEGE

Family Educational Rights and Privacy Act (FERPA) College Connections Concurrent Program

The Family Educational Rights and Privacy Act of 1974, or FERPA, was designed by the federal government to protect the privacy of educational records. Under this policy, Dutchess Community College officials are not permitted to give any information to a third party, including the student's parents and/or guardians, about the student's

- Academic progress, including grades
- Personal development or disciplinary matters

However, it is often the student's wish that information be released to the parent or other designated officials who may seek the information from the College. If you wish to grant access to your information, this consent form must be signed and submitted with your registration form to your DCC course instructor.

Student Name: _____ DCC Student ID Number (A-Number): A00 _____
(please print **CLEARLY**)

This consent shall remain in effect for the _____ academic year. I may revoke this consent at any time, in writing, by contacting my high school guidance counselor, who will notify Dutchess Community College of the change.

Student's Signature: _____ Date: _____

*****Please note: If form is filled out incorrectly or is not legible, it will be void and not entered into the student's account.**

PLEASE CHECK ONE:

- I give permission to disclose any and all of my education records (Full Waiver) **OR**
- ONLY** release the following education records
 - Accommodative Services (Disability)
 - Attendance
 - Billing/Student Accounts
 - Financial Aid
 - Grades
 - Graduation Information
 - Schedule
 - Transcripts
 - Other (must specify) _____

The person(s) and/or institution(s) to whom a disclosure may be made is (please print **CLEARLY**):

Name of High School _____ and/or

Name: _____ Relationship to Student: _____

Name: _____ Relationship to Student: _____

When the person(s) and/or institution(s) named above request information about you, they must have the following:

- Valid government issued photo identification for in-person requests
- Telephone requests (for Billing/Student Accounts and Financial Aid only – **academic records are NEVER released over the phone**) must provide student specific identifiers: Student name, last 4 digits of SSN, date of birth, current address and phone number

DCC Course Instructors:

Please consult the directions that came with the registration packet or contact John Ruggi (john.ruggi@sunydutchess.edu) or Tim Decker (tdecker@sunydutchess.edu) if you have any questions.

Banner Entered by _____ on _____