



**HARTWICK
COLLEGE**
est. 1797

Student Release of Information/Authorization to Disclose Academic Information to Parents or Guardians

Office of the Registrar
101 Bresee Hall
Hartwick College
Oneonta, NY 13820
Tel: 607-431-4460; Fax: 607-431-4260

Please read and complete this form in its entirety and return it the Office of the Registrar.

Student First Name (please print)

Student Last Name (please print)

The Student Release of Information Form allows Hartwick College to communicate more openly with parents and guardians about students' academic records.* By completing and signing this form, students give Hartwick College permission to respond to parents' and/or guardians' academic concerns throughout students' time at Hartwick.

Annually, Hartwick College informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. This act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by Hartwick College for compliance with the provisions of the act. Copies can be obtained from the Office of the Registrar and online <http://www.hartwick.edu/ferpa>. Questions concerning the Family Educational Rights and Privacy Act may be directed to the Office of the Registrar.

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Authorization to Disclose Academic Information to Parents or Guardians

In accordance with FERPA, the College will disclose to parents or guardians information from the academic records of a student provided the College has on file written consent of the student. Please sign below and return to the Office of the Registrar if you consent for the College to release to your parents or guardians your educational records.

Student's Signature

Date

With this authorization, I give Hartwick College permission to discuss my educational record, as defined by the Family Educational Rights and Privacy Act (FERPA), with the following people:

Name

Relationship

Name

Relationship

Name

Relationship

By signing this form you indicate that you are aware that this authorization will remain in effect until rescinded in writing by you.

**Signing this form does not allow Hartwick College to release final grade reports to parents or discuss grades, GPA, or registration information over the phone. To request final grade reports to be mailed home a student must fill out and submit a 'Request for Grades to Be Sent to Parent' form available in the Office of the Registrar.*