



**HARTWICK
COLLEGE**
est. 1797

Authorization to Mail Grade Reports to Parent/Guardian

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

For office use only:

Received: _____

Processed: _____

Parent/Guardian Name(s): _____

Address: _____

City: _____ State: _____ Zip: _____

Please print clearly as the above section will be used to mail your grade reports. You are responsible for ensuring that the above address is correct, complete, and legible.

If there is a change in the address you are responsible for notifying the Registrar's Office to change the address on this form.

IMPORTANT—PLEASE READ

By completing this form, the Registrar's Office has been authorized to send grades home to the individuals that you have indicated above.

Disclosure of Directory Information

Hartwick College, in compliance with the *Family Educational Rights and Privacy Act of 1974*, has designated the following items as *directory information*: student's name, address, telephone number; parent's names, address, and telephone number; major field of study, class, enrollment status, anticipated degree date, participation in officially recognized activities, degree and awards received, most recent previous educational agency or institution attended by the student. Hartwick College may disclose any of the above listed items without the student's prior to written consent, unless the Registrar's Office is notified in writing to the contrary.

All other student academic information is considered confidential and will not be released, with certain exceptions without the student's written permission.

Your Information

Student's Name: _____ Date: _____

Hartwick ID#: _____ Phone # (in case of questions): _____

With this authorization, effective immediately, I give Hartwick College permission to disclose, via postal mail, the grades I have selected to the person(s) listed above in accordance with FERPA. By signing this form you indicate that you are aware that this authorization will remain in effect until rescinded in writing by you.

Student's Signature

Date

This form **CANNOT BE PROCESSED** without your signature. Local policy explains in detail the procedures to be used by Hartwick College for compliance with the provisions of FERPA. Copies can be obtained from the Office of the Registrar.

Questions concerning FERPA should be directed to the Office of the Registrar.