



Student Information Release Authorization (FERPA FORM)

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974 Casa Loma College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing tuition and fee assessment, financial aid (including scholarships, grants, work-study or loan amounts) and other student record information. This restriction applies, but is not limited to your parent(s), your guardian, your spouse or a sponsor.

Under the terms of the Family Educational Rights and Privacy Act of 1974 and its amendments Casa Loma College has designated the items listed below as "Directory Information." This information may be released by Casa Loma College for any purpose at the discretion of the College:

- DIRECTORY INFORMATION:** Names, local and other addresses, local and other telephone numbers, email address, (your email address will not be used for spamming purposes by outside entities), I.D. Badge #, enrollment status, dates of attendance, previous educational institution(s) attended, degrees and dates conferred, awards and honors received, program of study, and date of birth.

At your discretion you may give Casa Loma College permission to release information about your student records to a third party by submitting a completed *Student Information Release Authorization Form*. **You must complete a separate form for each third party to whom you grant access to information on your student records.** The information will be made available only if requested by the authorized third party. Casa Loma College will not automatically send information, including grade reports, to a third party.

Please note that your authorization to release information will expire on July 1st of each year; however, you may revoke your authorization at any time by sending a written request to the Registrar's Office of your respective campus. Information will not be released to the third party designee on this form unless the Casa Loma College personnel can verify the identity of this third party. This form allows third parties to access student record information from any of Casa Loma College Campuses. **NOTE:** For the third party designee you name on this form, this release overrides all FERPA Directory suppression information that you have set up in your student record. However, it is the College's policy not to release certain aspects of a student's record (e.g., registration, grades, GPA) over the phone or email.

Parental access to their children's educational records: At the post-secondary level, parents have no inherent right to inspect a student's education records. The right to inspect is limited solely to the student. Records may be released to parents **ONLY** under the following circumstances; (1) through the written consent of the student, (2) in compliance with a subpoena, or (3) by producing a copy of the most recent Federal Income Tax form showing that the student was claimed as a dependent.

You should also be aware that even if you decide to not release any information from your student records, **information will be shared within Casa Loma College for educational and administrative purposes, including but not limited to clinical, externship and internship sites.**

This information release authorization is intended for use only by the REGISTRARS OFFICE.

Section A: Student Information			
Last Name	First Name	Student ID #	SSN (last 4 digits)
Current Address		Contact Phone Number	
Section B: Third Party Designee			
Last Name	First Name	SSN (last 4 digits)	
Current Address		Current Phone Number	
Relationship to Student			

Section C: Types of Education Information to Release		
Check	Name	Description
<input type="checkbox"/>		Access to student records maintained by the Office of the Registrar and the Office of Financial Aid including all of the above examples.
<input type="checkbox"/>		Grades/GPA, demographic, registration, student ID number, academic progress status, attendance, or enrollment information.
<input type="checkbox"/>		Billing statements, charges, credits, payments, past due accounts, and/or collection activity.
<input type="checkbox"/>		College maintained loan disbursement, billing and repayment history (including credit reporting), communication history, balances and/or collection activity
Section D: Certification		
I authorize the above third party, named in Section B, to access the Education Information in Section C.		
Student Signature:		Date:

It is the policy of Casa Loma College that it will maintain the FERPA Student Information Release Authorization Form in effect at the time of students last term of enrollment. The College will also honor a request by a former student, not re-enrolled, to change a privacy election.

Request for Non-Disclosure of Directory Information

If you do not want the above information, including Directory Information released, please sign in the box below.

Please consider very carefully the consequences of any decision made by you to withhold "Directory Information". If such a request is made, the College will not release your name in any press releases, student activities, and friends and family will not be able to obtain directory information on you. In addition, without your specific written approval, College officials will not be able to confirm your enrollment for insurance purposes, for graduation, nor include your name in Commencement Exercises. However, if you request nondisclosure and you want your name to appear in the program, please inform the Registrar in writing that the Commencement program is an exception.

Casa Loma College will honor your request to withhold all of the information listed above but cannot assume responsibility to contact you for subsequent permission to release it. Regardless of the effect upon you, Casa Loma College assumes no liability for honoring your instructions that such information be withheld. Once filed, this request becomes a permanent part of your record until you instruct Casa Loma College, in writing, to have the request removed.

I DECLINE to have my Directory Information and any other information released to any third party. I understand that I must notify the registrar in writing if I want this changed.	
Student Signature:	Date:

Under the Family Educational Rights and Privacy Act, and the United States Department of Education, schools must notify parents and eligible students annually of their rights under FERPA. Casa Loma College has chosen to notify eligible students and parents on July 1st, of each year, regardless of the date of enrollment. On July 1st a new Student Information Release Authorization Form will be distributed for completion by all students and will replace any previous release forms.