

*Marietta College
215 Fifth Street
Marietta Oh 45750*

***Authorization to Disclose Information to Parent(s)
Family Educational Rights and Privacy Act (FERPA)***

Under the terms of the Family Educational Rights and Privacy Act (FERPA), all rights pertaining to a student's educational records transfer to the student whenever the student turns 18 years of age **OR** when the student enters a post-secondary institution at any age. Under certain conditions, FERPA terms allow, but do not require, post-secondary institutions to share educational records in whole or in part with parents/legal guardians of dependent students without the consent of the student. Dependent status is determined as defined by Internal Revenue Service regulations. Accordingly, Marietta College complies with the following policy pertaining to FERPA and the sharing of student records.

Each student owns his or her individual educational records and has the right and responsibility to resolve his/her own problems. However, Marietta College officials may, in compliance with FERPA and without the prior consent of the student, share the student's educational records in whole or in part with parents/legal guardians of dependent students if, in the sole discretion of Marietta College officials, one or more of the following circumstances exist:

- a health or safety emergency involving the student;
- the student, under the age of 21 years, has violated any law or policy concerning the use and/or possession of alcohol or controlled substance;
- the student is at risk of being removed from college housing or suspended or expelled from the College;
- the student, in the sole discretion of Marietta College officials, is found to be responsible for a serious violation of the Pioneer Pledge or college housing policies;
- the Vice President for Student Life and/or Dean of Students deems there are special circumstances that warrant notification of parents/legal guardians in the best interests of the student.

The College may also share educational records in whole or in part with parents/legal guardians after receiving written consent from the student. A student authorizes said disclosure by completing and signing the authorization found on the reverse.

PLEASE NOTE:

- Students must provide a FERPA password when authorizing release of information to parents.
- The password must contain a minimum of five characters and may not be information easily guessed by others such as: the MC network user ID, date of birth, social security number (in whole or in part), or student ID number.
- The password will be used to verify the identity of callers requesting authorized information by phone. You must share the password with each individual for whom authorization is approved.
- If you forget the FERPA password, you may visit the Records Office with your student ID or email records@marietta.edu from your MC email account so that we can retrieve the password for you.
- Parents will also be required to provide your MC student ID# when calling.
- Marietta College may also request the FERPA password as a means of verifying identify when the caller requesting information is the student / alumnus.
- The signed AUTHORIZATION TO DISCLOSE STUDENT EDUCATIONAL RECORDS TO PARENTS is valid only while the student maintains continuous enrollment, with the exception of approved leaves of absence, or until revoked by the student in writing.

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AUTHORIZATION TO DISCLOSE STUDENT EDUCATIONAL RECORDS TO PARENTS

Type of educational records authorized for sharing (please **INITIAL ALL** that apply):

___ Academic ___ Disciplinary ___ Billing ___ Financial Aid

Student Name (please print)

Student ID#

Parent(s) / Guardians(s) (Please complete a separate form for parents residing at a different address)

Home Address

Email address or Fax (optional)

City, State, Zip Code

Telephone

If the above-named Recipient contacts Marietta College by phone to request information from the student's educational records, the Recipient will be required to verify his/her identity by providing the password provided below by the student.

FERPA Password (required, minimum of five characters. See cover page for details.)

By signing below, the above-named student authorizes Marietta College to share the indicated information with the verified Recipient.

Student Signature

Date

FOR OFFICE USE ONLY Recorded by: _____ Date: _____

*****THE ABOVE AUTHORIZATION REMAINS IN EFFECT UNTIL REVOKED BY THE STUDENT BY SIGNING BELOW OR UNTIL ENROLLMENT IS INTERRUPTED OR DISCONTINUED BY GRADUATION, WITHDRAWAL, ACADEMIC DISMISSAL, SUPENSION, OR EXPULSION.*****

REVOCATION OF AUTHORIZATION TO SHARE EDUCATIONAL RECORDS

By signing below, I hereby immediately revoke my prior authorization for Marietta College to share my educational records with the above-named Recipients.

Student Signature

Date

FOR OFFICE USE ONLY Recorded by: _____ Date: _____