

RELEASE OF INFORMATION

The College of Idaho will **not** release any information to any private individual and most agencies without your permission, unless legally required or otherwise legally permissible. This Release of Information form will stay in effect until you rescind it in writing or graduate from the College.

IMPORTANT: To Open and Fill out This Form Correctly, You Must Open and Save This Document in Adobe Reader

To Permit the Release of Information

I, _____ ID#: _____
(PRINT NAME)

RELEASE EDUCATION RECORD INFORMATION TO: (RECIPIENT)

Recipient 1

Recipient 2

Last name First Name M.I.

Last Name First Name M.I.

Relationship

Relationship

Address

Address

City, State, Zip

City, State, Zip

I hereby grant the above people to have access over the phone, in person, by mail or by email to the following records:

- | | | |
|---|--|---|
| <input type="checkbox"/> All Categories Listed | <input type="checkbox"/> Student Accounts | <input type="checkbox"/> Student Academic Records |
| <input type="checkbox"/> Admissions Records | <input type="checkbox"/> Student Conduct Records | <input type="checkbox"/> Student Health Information |

C of I employees may no longer share Financial Aid information via a Release of Information, the financial aid office will share directly with the student. The student may choose to provide Proxy Access on Self Service to persons they choose with a valid Release of Information on file.

Student Signature required:

Signature: _____ Phone #: _____ Date: _____

To Rescind (Cancel) the Release of Information

I rescind my permission for release of information to:

- 1) Name: _____
- 2) Name: _____

Signature: _____ Phone #: _____ Date: _____

Confidentiality of Student Records (FERPA)

The College of Idaho is subject to the provisions of federal law known as the Family Educational Rights and Privacy Act (also referred to as FERPA). This act affords matriculated students certain rights with respect to their educational records. These rights include:

The right to inspect and review their education records within 45 days of the day the College receives a request for access. Students should submit to the College Registrar written requests that identify the record(s) they wish to inspect. The College Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College Registrar does not maintain the records, the student will be directed to the College official to whom the request should be addressed.

The right to request the amendment of any part of their education records that a student believes is inaccurate or misleading. Students who wish to request an amendment to their educational record should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the College decides not to amend the record as requested by the student, the student will be notified of the decision and advised of his or her right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records to third parties, except in situations that FERPA and its regulations allow disclosure without the student's consent. A complete list of the exceptions may be found at 34 CFR Part 99.31. These exceptions include, but are not limited to, the following examples:

- Disclosure to school officials with legitimate educational interests. A "school official" is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including College law enforcement personnel and health staff); contractors, consultants, and other outside service providers with whom the College has contracted; a member of the Board of Trust; or a student serving on an official College committee, such as Student Judicial Board, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
- To parents if the student is a dependent for tax purposes.
- To appropriate individuals (e.g., parents/guardians, spouses, housing staff, health care personnel, police, etc.) where disclosure is in connection with a health or safety emergency and knowledge of such information is necessary to protect the health or safety of the student or other individuals.
- Information to a parent or legal guardian of a student regarding the student's violation of any federal, state, or local law, or of any rule or policy of the institution, governing the use or possession of alcohol or a controlled substance if the College has determined that the student has committed a disciplinary violation with respect to the use or possession and the student is under the age of twenty-one at the time of the disclosure to the parent/guardian.

FERPA provides the College the ability to designate certain student information as "directory information." Directory information may be made available to any person without the student's consent unless the student gives notice as provided for below. The College of Idaho has designated the following as directory information: the student's name, addresses, telephone number, email address, student photos, date of birth, major field of study, participation in officially recognized activities and sports, weights and heights of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other information that would not generally be considered harmful or an invasion of privacy if disclosed. Any new entering or currently enrolled student who does not wish disclosure of directory information should notify the College Registrar in writing. No element of directory information as defined above is released for students who request nondisclosure except in situations allowed by law. The request to withhold directory information will remain in effect as long as the student continues to be enrolled, or until the student files a written request with the College Registrar to discontinue the withholding. To continue nondisclosure of directory information after a student ceases to be enrolled, a written request for continuance must be filed with the College Registrar during the student's last term of attendance.

If a student believes the College has failed to comply with FERPA, he or she may file a complaint with the appropriate Vice President's office. If dissatisfied with the outcome of this procedure, a student may file a written complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-8520. Questions about the application of the provisions of the Family Educational Rights and Privacy Act should be directed to the College Registrar.