

**THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**  
**Notice to Students**

\_\_\_\_\_  
Student Name (Please print)

\_\_\_\_\_  
gswID Number

Annually, Georgia Southwestern State University informs students of the Family Educational Rights and Privacy Act of 1974, 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 Educational Rights and Privacy Act Office (FERPA) at the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901 concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by Georgia Southwestern State University for compliance with the provisions of the Act. Copies can be obtained from the Office of the Registrar. It is also printed in the Weathervane and the University Bulletin. Questions concerning the Family Educational Rights and Privacy Act should be directed to the Office of the Registrar.

**AUTHORIZATION TO DISCLOSE ACADEMIC INFORMATION TO PARENTS**

In accordance with FERPA, the University will not disclose to parents information from the academic records of a student provided the University has on file the written intentions of the student. Under FERPA, a "parent" is defined as "a parent of a student that includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian."

- I authorize the release of information from my academic records to my parents.
- I do NOT authorize the release of information from my academic records to my parents. I understand that if I am claimed as a dependent on my parent's income tax form, my parents have access to my education records regardless of the completion of this waiver.

**AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION**

The following is considered "**Directory Information**" at Georgia Southwestern State University and will be made available to the general public unless the student notifies the Office of the Registrar in writing. Military requests for Directory Information will include the address under provisions of the Solomon Amendment.

**Student's name, telephone number, major field of study, dates of attendance, level of study, degrees, honors and awards received, full or part time status, participation in officially recognized sports, and the athlete's height, weight.**

Under the provisions of the Family Educational Rights and Privacy Act of 1974, you have the right to withhold disclosure of such directory information. Georgia Southwestern State University will honor your request to withhold Directory Information.

Please consider carefully the consequences of any decision to withhold such Directory Information. Should you decide not to release any of this information; all requests for such information from Georgia Southwestern State University will be refused.

- I request that Georgia Southwestern State University NOT release any directory information from my academic records. I have read the above paragraphs and understand the consequences of my action.

The offices of Health Services, Alumni Affairs, Human Resources and Campus Safety maintain individual policies regarding the release of information and should be contacted directly for further information. These areas are not addressed under FERPA guidelines.

- I rescind any previous authorization and request directory information be disclosed as requested.
- I have read the above paragraphs and understand the consequences of my action.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Forms should be mailed to the Registrar's Office, Georgia Southwestern State University, 800 Georgia Southwestern State University, Americus GA 31709-4379. Hand delivered forms will be accepted in the Registrar's Office, Sanford Hall room 210.