

CHARLESTON  
SCHOOL OF LAW

**The Family Educational Rights and Privacy Act: "FERPA"**

**1. Authorization and Consent to Release Education Records**

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records. Per FERPA, a student has the sole right to his or her educational records UNLESS his or her parents submit verification that they claimed the student as a dependent on their most recent Federal Tax Return OR the student submits written authorization to release information to their parents through the Office of Academic Affairs. A student may also authorize the release of information to specified third parties.<sup>1</sup>

By signing this form, I understand that I am authorizing the Charleston School of Law to release the indicated information, signed with my initials, to the person(s) specified below:

- \_\_\_\_\_ **Academic Information:** Registration, attendance, grades, academic awards & academic disciplinary action.
- \_\_\_\_\_ **Financial Aid Information:** status of awards, types of awards, amounts of awards.
- \_\_\_\_\_ **Accounting Office Information:** billing items, amounts, due dates, status of account.
- \_\_\_\_\_ **Student Affairs Information:** campus awards, student conduct violations, disciplinary action & status of any sanctions.

**The information authorized above may be released to the following individuals:**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**For the Purpose of:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**For the Purpose of:** \_\_\_\_\_

By my signature, I acknowledge this consent and authorization to be valid. I understand that this consent remains in effect until written revocation from me is received by the Office of Academic Affairs at the Charleston School of Law. I also understand that such revocation does not affect disclosures previously made.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_

**\*\*This form should be returned to the Office of the Registrar.**

<sup>1</sup> FERPA authorizes disclosure without consent to School officials with legitimate educational interests. A School official is a person employed by the School as an administrator, supervisor, professor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom the School has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another School official in performing his or her tasks.

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**2. Request to Withhold Directory Information**

By law, the Charleston School of Law may release the following **“Directory Information”** without written consent by the student:

- name,
- address,
- telephone number,
- email address,
- photograph,
- date and place of birth,
- dates of attendance,
- enrollment status,
- degrees sought and conferred,
- awards and honors,
- membership in officially recognized School educational programs or organizations, or
- photograph of the student.

A student has the option of requesting in writing that his or her Directory Information not be released.

Please note: If a student requests in writing that his or her Directory Information not be released, the student will not be included in news releases in area and home newspapers or on radio and TV broadcasts regarding honors, awards, or participation in campus activities. Such a student would also not be eligible to be included in campus programs, publications, campus directories, School of Law graduation composites, or on the School of Law’s website or campus brochures.

By my signature, I understand that I have opted out of the release of directory information listed above. I also understand that the Charleston School of Law may release such information if required by law or permitted under FERPA to release such information. I understand that once I have opted out of the release of directory information, I must sign an authorization for release should I wish the information to be released.

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name Printed:** \_\_\_\_\_

**\*\*This form should be returned to the Office of the Registrar.**

**For Internal Use:**

**Request Received (Date):** \_\_\_\_\_

**Decision:** \_\_\_\_\_

**Date Student Notified:** \_\_\_\_\_

**Date Viewed by Student:** \_\_\_\_\_

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**3. Request to Inspect and Review Education Records**

FERPA affords students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Eligible students should submit to the Associate Dean for Academic Affairs a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. Eligible students who wish to ask the School to amend a record should fill out the portion Request to Amend or Remove Education Records, found on the next page.

**I wish to inspect the following education record(s):**

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**Student Name (print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*This form should be returned to the Office of the Registrar.**

**For Internal Use:**

**Request Received (Date):** \_\_\_\_\_

**Decision:** \_\_\_\_\_

**Date Student Notified:** \_\_\_\_\_

**Date Viewed by Student:** \_\_\_\_\_

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**4. Request to Amend or Remove Education Records**

FERPA affords students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights include the right to request the amendment of the student's education records that the eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA.

Eligible students who wish to ask the School to amend a record should fill out the below information, and clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the eligible student, the School will notify the eligible student of the decision and advise him or her of the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the eligible student when notified of the right to a hearing.

**I have inspected the following education record(s):**

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**Under the provisions of FERPA, I request that these records be amended in the following manner:**

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**I request the following document(s) be removed from my file:**

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**I believe that it violates my FERPA rights to privacy in the following way:**

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**Student Name (print):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature of Student** \_\_\_\_\_ **Date** \_\_\_\_\_

**\*\*This form should be returned to the Office of the Registrar.**

**For Internal Use:**

**Request Received (Date):** \_\_\_\_\_

**Decision and Reason:** \_\_\_\_\_

**Date Student Notified:** \_\_\_\_\_