

OFFICE OF ACADEMIC RECORDS

ACCESS TO EDUCATION RECORDS FORM

The Family Education Rights and Privacy Act of 1974 (FERPA) gives students the right to control access to their educational records. Information about FERPA is printed in the "Student Handbook," and the "College Catalog." A full copy of the act is available to you. If you would like your own copy, contact the Academic Records Office.

This Form

Please complete this form and return it to the Office of Academic Records, Saint Joseph's College of Maine, Standish, ME 04084. If you have any questions, please contact Kevin Paquette, Director of Academic Records (207-893-7797).

Release of Directory Information

The Act defines "Directory Information" as information that can be provided in response to an inquiry. The College reserves judgment on the appropriateness of the request. The most common requests are from potential employers and insurance companies wanting to verify enrollment or graduation. Additional requests come from institutions that you may have requested provide you with services or products. A good example is the many requests we receive in response to student applications for credit cards.

The following data has been designated as Directory Information at the College:

- your name, address, telephone listing
- your email address
- date and place of birth
- major field of study
- participation in officially recognized activities and sports
- the weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- the most recent previous educational institution attended

Saint Joseph's College of Maine

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Name: _____

Date: _____ Student ID No./SS# _____

Please complete this form and return it to the Office of Academic Records Saint Joseph's College of Maine, 278 Whites Bridge Road, Standish, ME 04084.

I have read the College's policy on Access to Education Records, and request that you take the following action concerning access to my educational records at Saint Joseph's College of Maine:

Please Check One

NO ACCESS

- **NO**, The College should not release Directory Information

FULL ACCESS

- **YES**, The College should release Directory Information

Please note!!! If you instruct the College to NOT release Directory Information, your name will NOT be included on items that are typically sent to media outlets for publication/broadcast (i.e. Dean's List, Graduation, press releases, etc.).

Student's Signature _____