



# Office of Records and Registration

## NON-DIRECTORY INFORMATION RELEASE FORM

- In accordance with the Family Educational Rights and Privacy Act (FERPA), this form allows students to grant parents, guardians, spouse, and/or others access to their educational records maintained by the Office of Records and Registration, Business & Finance and the Office of Financial Aid & Scholarships, Student Affairs and other student records maintained by other entities on the Dillard University campus. If you have questions, contact the appropriate department.
- Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. University individuals may choose to not release information without obtaining specific student permission. Release of information is not required by law.
- All permissions granted will stay in effect until revoked in writing by the student. Please return this form to the Office of Records and Registration.
- Directory information is considered public and will be released upon request.
- SEE BACK PAGE FOR DEFINITIONS OF DIRECTORY INFORMATION, FERPA, EDUCATIONAL RECORDS, AND PUBLIC RECORDS.

I give permission for the following person(s) to have access to my academic records. Please indicate your current preference for each category every time a change is made to add or restrict information.

### PLEASE PRINT CLEARLY

(P = Parent, G = Guardian, S = Spouse, O = Other)

Release to  Cancel release \_\_\_\_\_ Relationship:  
Change Date: \_\_\_\_\_ Name (Circle One) P G S O

What identifiable word must this person know in order to release information by phone? \_\_\_\_\_

Release to  Cancel release \_\_\_\_\_ Relationship:  
Change Date: \_\_\_\_\_ Name (Circle One) P G S O

What identifiable word must this person know in order to release information by phone? \_\_\_\_\_

Release to  Cancel release \_\_\_\_\_ Relationship:  
Change Date: \_\_\_\_\_ Name (Circle One) P G S O

What identifiable word must this person know in order to release information by phone? \_\_\_\_\_

_____	_____	_____
Print Full Name	Student ID	Birth Date
_____	_____	_____
Student Signature	Date	Phone Number

**Please return this form to the Office of Records and Registration, Rosenwald 116**

**WHAT IS FERPA?**

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please contact the Office of Records and Registration for full explanation and regulatory exceptions.

**WHY SHOULD I SIGN THIS FORM?**

If you sign this form, the person you have given access to will be able to discuss your records or student accounts with representatives of the Offices of Records and Registration, Business and Finance and Financial Aid & Scholarships and other student records maintained by other entities at Dillard University without providing your written consent each time.

**DOES EVERYONE NEED TO SIGN THIS FORM?**

No. Students should only sign this form if they want to give someone outside the university access to their educational records. (See Directory Information below.)

**CAN I CHANGE MY MIND?**

Yes. If you decide that you no longer want others to have access to your records just come to the Office of Records and Registration and request to update your form.

**WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?**

Parents may obtain non-directory information (grades, GPA, etc.) only at the discretion of the institution and after it has been determined that their child is legally their dependent. Dillard University recognizes the importance of support and interest of parents and families of students in all areas of the college program. Students are encouraged to share information about their experience and programs with their families. In keeping with that philosophy, it is not Dillard University's policy to disclose non-directory information based solely on dependent status. Parents may also acquire non-directory information by obtaining and presenting a signed consent from their child.

**WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?**

The university may release directory information to parties having a legitimate interest in the information. Directory information consists of the following: student name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of athletes, dates of attendance, enrollment status, degrees and awards received and most recent previous educational agency or institution attended by the student.

Students who wish to exercise their rights under the law to refuse to permit release of any or all of the categories of personally identifiable information with respect to themselves must notify the registrar in writing, preferably before completion of registration for the first term of enrollment for that academic year. Contact staff in the Office of Records and Registration if you wish to restrict this information.