

TO: New Students and their Parents

FROM: James J. Sotherden, Registrar

DATE: May 2011

RE: [Federal Regulations Involving Release of Information \(FERPA\)](#)

## **PARENTS, PLEASE NOTE**

**Release of Education Records:** Long-standing federal law (FERPA) limits the authority of Messiah College to release information pertaining to your son or daughter. While we are allowed to contact the parent or guardian of a student under age 21 who commits a disciplinary violation related to use or possession of alcohol or a controlled substance, our ability to disclose other personal information is restricted. A student becomes a legal adult at the age of 18, and has the right to control the release of certain personal information maintained by Messiah College. For that reason, we **may not** release student education records (e.g., class schedules, academic and disciplinary records, grades, etc.) to parents or guardians **unless** your son or daughter 1) completes a written consent form **or** 2) you provide us with written certification that the student was declared a dependent on your most recent tax return. As this decision affects both you and your son or daughter, we suggest that you discuss it together. Enclosed is a consent form to authorize release of education records to parents or guardians. Please return it to the Registrar's Office in the envelope provided.

**We will not release academic information unless the form is completed and returned to the Registrar's Office, Box 3007, Grantham, PA 17027.**

## **STUDENTS, PLEASE NOTE**

**Release of Directory Information:** Federal law permits Messiah College to release directory information without student consent to anyone requesting that information unless a student instructs the College **not** to release it. Directory information at Messiah College includes a student's name, home address, campus address, photograph (available only on an internal online student directory and faculty class rosters), home telephone number, campus telephone number, campus e-mail address, dates of attendance, degree for which the student is a candidate, academic major, academic awards or honors, birth date, class year, full-time/part-time status, and weight and height for members of athletic teams. Additionally, Messiah College may provide lists of students' names by religious preference (if known) once each year in response to inquiries by local churches. Messiah College **does not**, however, release directory information to outside organizations for commercial solicitation. **If you do not wish to have directory information released, indicate as such on the Directory Profile, located on the Personal Information tab in Self Service Banner.** You can complete this information anytime.

The College is constrained by federal law to clarify these matters, and we suggest that parents and students discuss them. Thank you for your understanding and attention to these issues.

**Education Records Release Authorization**  
(Family Educational Rights and Privacy Act - FERPA)

At Messiah College, educational records include cumulative academic records, grades, course schedules, most student disciplinary records, and most student account and financial aid records. Education records do not include records of administrative or instructional personnel which are personal in nature, in the sole possession of the maker, and not accessible to any other person; records which are maintained by physicians, psychiatrists, psychologists, or other recognized professionals or para-professionals, and made in connection with treatment of the student; financial records of parents; or records maintained by the Department of Safety created for the purpose of law enforcement.

In order for Messiah College to release a student's education records to parents or guardians, **either** the student must give his or her written consent **or** the parent must certify that the student is claimed as a dependent for income tax purposes. Please complete one of the sections below if you wish to authorize Messiah College to release education records to parents.

**STUDENTS:**

- I authorize Messiah College to release information from my education records to my parents/ guardians whose name(s) and address(es) are as follows:

\_\_\_\_\_  
Parent /Guardian 1 Name

\_\_\_\_\_  
Parent /Guardian 2 Name

\_\_\_\_\_  
Street

\_\_\_\_\_  
Street

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
City/State/Zip

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

\_\_\_\_\_  
Student Messiah ID or Last 4 Digits of Social Security #

\_\_\_\_\_  
Print Student Name

\_\_\_\_\_  
Date

*This instruction will remain in effect until revoked in writing by the student. (The parent(s) or guardian will be notified by the Registrar of a revocation.)*

**PARENTS:**

- I certify that \_\_\_\_\_ (student's name) was claimed as a dependent on my most recent income tax return.

\_\_\_\_\_  
Student Messiah ID or Last 4 Digits of Social Security #

\_\_\_\_\_  
Parent 1 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent 1 Name

\_\_\_\_\_  
Parent 2 Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Parent 2 Name

*This instruction may only be revoked by the student if he/she successfully demonstrates independence for federal financial aid purposes or by the parent(s) who authorized the release.*