TO: New Students and their Parents

FROM: Carrie D. Widdowson, Registrar

DATE: Academic Year 2018-2019

RE: **Federal Regulations Involving Release of Information** (FERPA)  
(Student Handbook, pages 79-84)

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, Messiah College Suite 3007, Mechanicsburg, PA 17055 and your student has set-up a privacy word in the Challenge Response System (http://www.messiah.edu/crs) and shared that word with you.

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, all telephone numbers on record, high school attended, campus email address, photograph (available on the College’s internal, secure, online system), dates of attendance, degree for which a student is a candidate, academic major, academic advisor, academic awards or honors, 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.
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/legal guardian/other.

**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 1 Street Address
  ___________________________
  Parent 1 Email
  ___________________________
  Student Signature
  ___________________________
  Print Student Name
  ___________________________

  Parent/Guardian 2 Name
  ___________________________
  Parent 2 Street Address (if different)
  ___________________________
  Parent 2 Email (if different)
  ___________________________
  Student Messiah ID or Last 4 Digits of Social Security #
  ___________________________
  Date
  ___________________________

**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 1 Email
  ___________________________

  Parent 2 Signature
  ___________________________
  Date
  ___________________________

  Print Parent 2 Name
  ___________________________
  Parent 2 Email
  ___________________________

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.)

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.