

Non-Directory Information Release Form

- In accordance with the Family Educational Rights and Privacy Act (FERPA) and Indiana Institute of Technology policies, this form allows students to grant third-party access to parents, guardians, spouse and/or others to their educational and financial records maintained by the Office of Admissions, Office of the Registrar, Business Office and the Financial Aid Office.
- Students may not select subsections of academic records to be released. In other words, a student may not give access to billing information, but not grades. This release will cover all non-directory information. 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.
- See back of page for definition of FERPA, Directory and Non-Directory Information.

I give permission for the following person(s) to have access to my educational/financial records:

Release Cancel Release Relationship: Parent Guardian Spouse Other_____

Name: _____
Last First MI

Address: _____
City State Zip

Primary Phone: _____ Secondary Phone: _____
Circle one: Home Business Cell other Circle one: Home Business Cell other

E-Mail Address: _____

Release Cancel Release Relationship: Parent Guardian Spouse Other_____

Name: _____
Last First MI

Address: _____
City State Zip

Primary Phone: _____ Secondary Phone: _____
Circle one: Home Business Cell other Circle one: Home Business Cell other

E-Mail Address: _____

I do not wish to allow third party access to non-directory information.

Signature

Print Full Name Student ID # or SSN Date of Birth

Student Signature Date

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974, with which Indiana Tech complies fully, was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading statements (*Release of Information is not required by law*).

DOES EVERYONE NEED TO SIGN THIS FORM?

Yes, all students must complete this form. This information will be referenced whenever someone contacts the university on your behalf. University staff will know immediately if you want information released and to whom information can be released too.

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records, just fill out a new form and cancel the release.

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

Non-directory information includes but is not limited to:

- Admission Status
- Tuition
- Fees/Payments
- Mid-Term & Final Grades
- Probation/Academic Standing
- Attendance
- Missing Document Information
- Class Schedules
- Financial Aid Information

WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?

Indiana Institute of Technology has established the followings student information as public or directory information, which may be disclosed by the institution as its discretion:

- Student Name
- Major/Area of Study
- Local Address**
- Current Course Load/Enrollment
- University E-mail Address
- Local Telephone Number**
- Dates and/or Verification of Attendance
- Expected Date of Graduation
- Verification of Graduation
- Degree(s) Received
- Academic Awards Received
- Sports Photograph
- Position, Weight & Height of Athletes

Students may request that Indiana Institute of Technology withhold the release of directory information by notifying the Office of The Registrar in writing. Students have the right to file complaints with the Family Educational Rights and Privacy Act office in Washington, D.C., concerning alleged failure by the institute to comply with the Act. Questions concerning the Act, should be directed to the Office of the Registrar.

***While addresses and phone numbers are legally considered directory information, Indiana Institute of Technology does not disclose this information on a routine basis. This information is only released to campus officials, law enforcement agencies, student loan lenders, or others who have legitimate right to the information as determined by the Registrar. In most cases, such records will not be released to a third party without written release from the student specifying which records are to be released and to whom.*