

Family Educational Rights and Privacy Act (FERPA) and Student Confidentiality Information

Student Consent to Release Education Records

Students at Austin Peay State University may authorize the release of records to designated person(s) or some agency other than employees of APSU. You must complete and sign a ***Student Release of Confidential Information Form*** to authorize the release of your records. Submit the form **in person** along with an official government issued ID (i.e. driver license) to:

Office of the Registrar
Ellington Building, Room 316
931-221-7121

NOTE: Authorized person(s) must contact the appropriate office as listed below to request the desired information. Records obtained through the consent form are not automatically shared or mailed unless a request for the records is received.

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (also known as the 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. ***At APSU, a student's FERPA protection begins on the first day of classes of the first term of enrollment (not on an individual student's first day of class or registration date).***

FERPA does permit educators to share confidential information with law-enforcement officers, medical personnel and others without student consent when necessary to protect the health or safety of the student or other persons. Institutions can also disclose education records to parents if a health or safety emergency involves their student.

WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?

Directory information concerning students is treated as public information and is released to the public upon request unless otherwise requested by the student. At Austin Peay State University, directory information includes the following: the student's name, address, telephone listing, e-mail address, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous educational agency or institution attended by the student, and degrees and awards received by a student. The University provides each student the opportunity to restrict disclosure of the designated directory information through the Office of the Registrar.

WHAT RECORDS WILL BE RELEASED TO THE DESIGNATED PERSON(S) WITH A SIGNED RELEASE FORM?

Records such as financial aid files, disciplinary records, admissions files, grades, advisement files, student business account information, and other academic records, may be released upon request by the designated person(s).

WHO SHOULD BE CONTACTED TO REQUEST RELEASE OF SPECIFIC INFORMATION?

Financial Aid Records Student Financial Aid, Ellington 216 (931) 221-7907	Grades and Transcript Information Office of the Registrar, Ellington 316 (931) 221-7121	Student Business Accounts Business Office, Browning 134 (931) 221-7671
Admissions Files Office of Admission, Ellington 117 (931) 221-7661	Conduct/Discipline Records Dean of Students Office of Student Affairs, UC 206 (931) 221-7341	Advisement, Attendance (Academic Alert) and Other Academic Questions Academic Support, Marks 243 (931) 221-6550

PARENTAL DISCLOSURE WITHOUT WRITTEN CONSENT

Under FERPA, when a student turns 18 years of age or enrolls at a postsecondary institution at any age, all parental FERPA rights are transferred to the student. However, FERPA does provide for some information to be shared by schools with parents or legal guardians without the student's consent. Examples are: (1) disclosure of educational records if the student is a dependent for income tax purposes. This would apply to a student who was a dependent for the most recent tax year; (2) disclosure of educational records if a health or safety emergency involves their student; or (3) if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or controlled substance. APSU encourages parents to discuss their intentions to obtain information with their student and to request that the student share the information with them by providing access to their self service log-in access. If this is not practical, the student may complete the consent form and submit it to the Registrar's Office. **NOTE: The student may revoke consent after it is given. To do so the student must submit a written, signed request to revoke the release in person to the Office of the Registrar.**