



About the *Family Educational Rights and Privacy Act of 1974 (FERPA)* A Clarification for Parents and Guardians

As a parent or guardian, you are understandably concerned about your college student's success, and may have questions about obtaining access to information pertaining to their records. Access to student records is governed by the Family Educational Rights and Privacy Act of 1974 (FERPA).

Among its several purposes, FERPA was enacted to:

- Protect the privacy of students' educational records ("educational records" available for review are defined as those records, files, documents, and other materials that contain information *directly related to a student* and that are maintained by the University);
- Establish the rights of students to inspect and review their educational records; and,
- Provide students with an opportunity to allow inaccurate or misleading information in their educational records to be corrected.

According to FERPA, these rights, which may be exercised by the parents of elementary or secondary school students, belong to the *student* once he/she is in attendance at an institution of postsecondary education, regardless of the student's age or who is paying their tuition bills. Since parents or guardians do not automatically have rights under FERPA to access their student's educational records, you may gain access only by one of the following procedures:

- 1) Speak directly with your student and ask her to share information with you about her academic records. Students have 24-hour, online access to their academic record. This open line of communication is the best way to track your student's academic progress and development.
- 2) Your student may opt to have a copy of her grades sent directly to you by completing a form at the University Registrar at 25 W. 4th St. This form may be completed only by the student.
- 3) Your student may permit University officials (deans, professors, advisors, administrators, etc.) to disclose (verbally or through other forms of communication) information to you from her education records. Before a University official can communicate with you about the *specifics* of your student's situation, the student must send a notarized request in writing to Gallatin's Office of the Assistant Dean of Students. The request should specify the information that may be disclosed, state the purpose of the disclosure, identify by name the person to whom information can be released, and attest that the person who signed is who he or she said they were (the student). The Assistant Dean of Students will review the request and contact the student before releasing information. Letters should be addressed to:
*Gallatin School of Individualized Study / Office of the Assistant Dean of Students
715 Broadway, 5th fl.
New York, NY 10003*
- 4) You, the parent(s) or guardian(s), may also make a request in writing, and provide evidence that the student is your dependent under the Internal Revenue Code. You will need to provide a copy of your latest federal income tax return. It is only necessary to send a copy of the information sufficient enough to determine dependency, omitting other confidential information, if you choose. Before the University decides whether to provide the information, your student will be informed of your request, which should be sent to:

*New York University / Office of the Assistant Provost
194 Mercer Street, Room 403F
New York, NY 10012
212-998-2310*

For the complete FERPA guidelines, please see <http://www.nyu.edu/apr/ferpa.htm#disclosure>.