

## Disclosure of Student Records Policy

### I. Introduction:

- A. The College of Saint Rose (the College) complies with the Family Educational Rights and Privacy Act (FERPA), as amended. FERPA is commonly known as the "Buckley Amendment" and provides students with the following rights:
1. To inspect and review their education records,
  2. To seek an amendment of their education records, when appropriate,
  3. To limit disclosure of education records and the personally identifiable information contained therein without a student's written consent, and
  4. m.w.6(r)11(m)-6.3(m22rd)2pf.dβ

1. The student's name,
2. The student's address,
3. A personal identifier such as a social security number or student's identification number, or
4. A student's date of birth

D. School Official: A "school official" is:

1. Any person employed by The College of Saint Rose in any administrative, g



- C. Directory Information: Directory Information may be disclosed without a student's consent unless the student notifies the Registrar's Office in writing. Students who do not want to

1. The disclosure is to officials of other schools in which a student seeks to enroll or is enrolled, for purposes related to the student's enrollment or transfer. Upon his or her request and at his or her expense, the student is provided with a copy of the records that have been transferred.
2. The disclosure is to authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, or state or local educational authorities.
3. The disclosure is to authorized persons and organizations in connection with a student's application for, or receipt of, financial aid, but only to the extent necessary for such purposes as determining eligibility, amount, conditions, and enforcement of terms and conditions.
4. The disclosure is to State and local officials to whom, according to effective state law adopted prior to November 19, 1974, such information is specifically required to be reported.
5. The  
f