

Directory Information Disclosure/Parental Release

Annual Notice to Students of Disclosure of Directory Information

Cornell College, in compliance with the Family Educational Rights and Privacy Act of 1974, has designated the following items as directory information:

student's name, local and home addresses and telephone numbers, campus email address, date and place of birth (only if the student is currently enrolled), academic level, enrollment status (full-time/part-time), major/minor field of study, participation in officially recognized activities and sports, weight and height (if a member of an athletic team), dates of attendance, degrees and awards received, the name of the most recent educational institution previously attended, the student's photograph, and the names and addresses of the student's parents/guardians.

Cornell College may disclose any of the above listed items without the student's prior written consent, unless the Registrar's Office is notified in writing to the contrary. All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission.

Withholding Directory Information

In order to withhold disclosure of directory items (listed above), students must come to the Registrar's Counter in Old Sem to fill out the appropriate paperwork.

Authorization to Disclose Information to Parents/Guardians

In accordance with FERPA, Cornell College will disclose to parents information (including academic, billing, financial aid, and conduct) from a student's records, provided the College has on file written consent from the student. Please check "yes" if you wish College officials to be able to discuss such information with your parents.

Please note that, although you can email your grades to your parents or anyone else you chose at any time once you begin taking courses, Cornell College personnel cannot discuss information related to your academic progress with your parents unless you give us permission to do so.

Student Authorization to Disclose Information

Student Name: (print) _____ ID Number: _____

Permission to Release Academic Information: Yes No Date submitted: _____

Student Signature: _____

This authorization can be revoked at any time by signing a new form through the Registrar's Office.