

## FERPA for Parents

*Please print this form, complete it and return the completed form on your registration date.*

### **Access to Student Records**

The Family Educational Records and Privacy Act of 1974 (FERPA) as amended is a federal law intended to protect the privacy of student educational records accumulated from early childhood through college. FERPA provides parents with certain rights with respect to their children's education records. **However, once a student reaches the age of 18 or enters college, the rights previously held by the parents transfer exclusively to the student.**

### **May I view my child's grades, exams or academic progress?**

Final grades, grades on exams, and other information about academic progress are examples of the confidential information that makes up part of the student's educational record. This information is protected under FERPA and parents do not have access to it unless the student has provided written consent.

But I'm the one paying the tuition! Surely I have a right to see my child's grades/class schedule/receive the bill!

You have no inherent right to inspect your child's educational records if he or she refuses to give them to you.

There are 3 ways you may legally receive access to your child's education records from Lourdes University:

- Your child may sign a parental release form giving you permission.
- You provide evidence to the Registrar's Office that you claimed the student as a financial dependent on your most recent Federal Income Tax form.
- You obtain a lawfully-issued subpoena or court order.

Ordinarily, parents of Lourdes University students obtain information about their child's records directly from their child. FERPA does state that the University may release information to the parents of students but is not required to do so.

### **What about crises or emergency situations?**

If non-directory information is needed to resolve a crisis or emergency situation, an educational institution may release that information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

### **Whom should I contact with questions or concerns?**

Direct general questions and send any comments or concerns to the Registrar.

Contact: Michelle Rable, Registrar  
Phone: 419-824-3817  
E-mail: [mrable@lourdes.edu](mailto:mrable@lourdes.edu)  
Location: Registrar's Office  
Saint Clare Hall 139

In compliance with the federal *Family Educational Rights and Privacy Act* of 1974 and the Regents' Policy on Access to and Release of Student Education Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to, your parents, your spouse or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The University does not automatically send information to a third party.

Submit your completed form to Office of the Registrar, Lourdes University, 6832 Convent Blvd., Sylvania, OH 43560 or fax to (419)824-3762. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address. It is University policy not to release certain aspects of student records (e. g. registration, grades, GPA) over the phone or via email.

**A. Student Information****Name (Last, First, M.I.)****Student ID or Social Security No.****Current Address (Street/PO, APT, City, State, Zip)****Telephone No.****B. Third-party Designee****Name (Last, First, M.I.)****Current Address (Street/PO, APT, City, State, Zip)****Relationship to Student****Information types allowed -**

Grades/GPA, demographic, registration, student, ID number, academic progress status, and/or enrollment information.

Billing Statements, charges, credits, payments, past due amounts and/or collection activity and Bursar transactions.

Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress and Financial Aid transactions.

College-maintained loan disbursements, billing and repayment history(including credit reporting history), communication history, balances, and/or collection activity

Access to student records maintained by the Office of the Registrar, Financial Aid Office and Bursar, including all of the above examples.

**C. Certification****Student's Signature**