



Eastern Nazarene College NOTICE TO STUDENTS AND PARENTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) known as the "Buckley Amendment" protects the privacy of student records by requiring all post secondary educational institutions receiving federal money to limit the disclosure of information to third persons, including parents. Parents may have access to student records if the student is considered to be a dependent. Dependent status is defined as being claimed as a dependent on the parents' income tax form and/or under 18 years of age. This is particularly important for the work of the Offices of Student Development, Student Accounts and the Registrar. Please discuss the material described below with your parent and check the appropriate boxes for each of the areas. It is your responsibility to notify the Office of Student Development if your status changes and you would like to change the person(s) who can access your information.

Part A: Please check one of the following:

- I am claimed by my parent(s)/guardian as a dependent and/or I am less than 18 years of age. My parent(s)/guardian can request information about my educational records by following the process listed below.
- I am not claimed by my parent(s)/guardian as a dependent. I will write in below the person(s) allowed to access my information.

Part B: Process for requesting student information:

Office of the Registrar: Official academic records may be released to parent(s)/guardian from the Registrar's Office upon written request.

Office of Student Accounts: Financial statements will be sent to both students and parent(s)/guardian through the Office of Student Accounts unless other arrangements are made by the student with the Office of Student Accounts.

Office of Student Development: In the work of the Offices of Student Development and Student Life, there are times when knowledge of serious disciplinary action such as suspension or knowledge of medical or psychiatric emergency is important for parent(s)/guardian. In these situations, efforts will be made to encourage the student to take the initiative to contact parent(s)/guardian. In the case of dependent students, Student Development will contact parent(s)/guardian if the student has not done so.

Part C: Person(s) able to receive information (please include parent(s)/guardian if you are their dependent):

Check all that apply:

- Financial Academic Financial Aid Personal (deemed necessary or valuable to my welfare)

Name _____ Relationship: (Check one)
 Address _____ Father & Mother Father
 City _____ State _____ Mother Spouse
 Phone (Hm) _____ (Wk) _____ Other _____

Check all that apply:

- Financial Academic Financial Aid Personal (deemed necessary or valuable to my welfare)

Name _____ Relationship: (Check one)
 Address _____ Father & Mother Father
 City _____ State _____ Mother Spouse
 Phone (Hm) _____ (Wk) _____ Other _____

Check all that apply:

- Financial Academic Financial Aid Personal (deemed necessary or valuable to my welfare)

Name _____ Relationship: (Check one)
 Address _____ Father & Mother Father
 City _____ State _____ Mother Spouse
 Phone (Hm) _____ (Wk) _____ Other _____

Student Name: _____ Signature: _____ Date: _____