

FERPA Revocation of Student Records Access



1 Enter Student Information:

NAME

STUDENT ID (OR SOCIAL SECURITY) NUMBER CONTACT PHONE

This form is to be used to revoke previously authorized third-party access to non-directory student record information. Non-directory student information includes grades, grade point average, class schedule, and degree progress.

PLEASE NOTE: This form does not impact any access to financial information. Contact Financial Aid or Student Accounts for such changes.

2 Under the provisions of the federal Family Education Rights and Privacy Act (FERPA) of 1974, colleges may disclose information about a student designated as “directory information.” The State University of New York at Oswego has designated the following as Directory Information:

- Student name
- Age
- Address (including e-mail)
- Telephone number
- Photographs
- Previous educational institution(s) attended
- Dates of attendance
- Degrees, honors, and awards received
- Major field of study
- Class Year
- Expected date of graduation
- Enrollment status (Full/Part-time)

This information may continue to be disclosed unless Directory Exclusion is requested using *Confidentiality/Directory Exclusion Request* form. Additional information on FERPA and related policies is available in the *Student Handbook – Code of Student Rights, Responsibilities and Conduct*.

3 Access Revoked for: _____

By signing below, I hereby revoke any prior authorization for the Registrar’s Office at SUNY Oswego to disclose non-directory information from my student record with the individual listed above, effective immediately. I understand that Directory information may be released unless I request Directory Exclusion.

▶ STUDENT’S SIGNATURE DATE

4 Completed forms must be presented in person, with appropriate identification, at 301 Culkin Hall –OR– notarized and mailed to: SUNY Oswego, Registrar’s Office, 301 Culkin Hall, Oswego, NY 13126.

- Requests received by mail that have not been notarized will not be processed.
- You must complete a separate form for each third party to whom access will be revoked to information on your student records.

NOTARY PUBLIC’S SIGNATURE

DATE

