



San Ignacio University

ADMISSION'S OFFICE

Registrar's Office

3905 NW 107TH AVE. #301

DORAL, FL 33178

OFFICE: (305) 629-2929 EMAIL: admissions@sanicignaciouniversity.edu

(FERPA) STUDENT CONSENT FORM

Please print all information listed

Student Number/ SS#	Student's name (Last, First, M)			Date of Birth
Address (Street, P.O., Apt. #)	City	State	Zip Code:	Cell:
				Home:
Student's Signature			Date:	

Parent/ Guardian to whom information may be released:

Name (Last, First, Middle) _____				
Address (Street, P.O., Apt. #)		City	State	Zip Code:
Cell:	Phone #'	<input type="checkbox"/> The release of information to this individual is Unlimited <input type="checkbox"/> The release of information to this individual is limited to		Date:
Home:				Date:
Work #		<i>Parent/Guardian Signature</i> _____		

Other Parent/Guardian to whom Information may be released

Name (Last, First, Middle) _____				
Address (Street, P.O., Apt. #)		City	State	Zip Code:
Cell:	Phone #'	<input type="checkbox"/> The release of information to this individual is Unlimited <input type="checkbox"/> The release of information to this individual is limited to		Date:
Home:				Date:
Work #		<i>Parent/Guardian Signature</i> _____		Date:



The Family Educational Rights to Privacy Act 1974 (FERPA) as well as the amendment to this act, requires SIU to treat non-directory information as confidential information. This information cannot be released to anyone other than the student. By FERPA definition, parent, legal guardians and o/or spouses are considered third party individuals and are not allowed access to a student's education records without the written consent of the student.

By signing this release, the student gives SIU permission to discuss with, and or release to the person(s) listed above, any and all non-directory information. The party may request information in writing or in person with picture identification at the office of registrar.

This consent form can also be used to access student Account or Financial Aid Information. Please write or visit the Student Accounts office Or Financial Aid to obtain information. For more information regarding student Accounts, you can contact the office of Accounting at 305-629-2929 X 4031/ 4040 or the Financial Aid Office at 305-629-2929 X4015.

Unless Specified below, this permission includes all areas deemed necessary by the University during enrollment. I understand this consent form will be in effect my entire educational career as a student at SIU. If I wish to revoke this consent, I must complete the revocation portion of this form.

Even with this consent form, we cannot discuss this information over the telephone. Information cannot be requested Via the internet or by any means other than in person with picture identification or by letter with the signature of the above parent/guardian. For any additional information, please contact the office of Registrar at 305-629 2929 x 4024

The student may revoke this consent at any time; however, each Parent/Guardian listed above will be notified of the revocation by the office of Registrar.

HALT!!! (Please fill out the form below ONLY if you are revoking the parental/guardian rights) HALT PLEASE!!!

I hereby REVOKE the right of the parent(s)/guardian(s) listed above to receive any information concerning my academic record, and I am aware that they will be notified of the revocation of this right.

<i>Student's signature</i>	<i>Date</i>	Student ID/SS#	Print First & Last name:
San Ignacio University Registrar's Office 3905 NW 107th Ave #301 Doral, Florida 33178		For Office Use only	
		Date Parent/Guardian Notified	Initials

This document MUST signed in the presence of a SIU Staff member



FERPA BASIC INFORMATION

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders.

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of San Ignacio University without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the University access to their educational records.

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records, just notify us in writing that you wish to cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, Academics notes, admission files, grades and other academic records. Note that the person(s) you grant access to your files are able to see your records but they are NOT allowed to perform actions at the University on your behalf.

WHAT IS NO-DIRECTORY INFORMATION?

Non-directory information is any education record not classified as **directory information**. This private **information** must not be released to anyone, including parents of the student, without written consent from the student.

WHAT ARE DIRECTORY INFORMATION?

San Ignacio University may, without the consent of the student, release to persons outside the institution information designated as Directory Information in accordance with the provisions of FERPA. Directory Information shall include information in an educational record which would not generally be considered harmful or an invasion of privacy if released, including but not limited to:

1. Student name, address, telephone number
2. Date and place of birth
3. Major Fields of study
4. Participation in officially recognized activities and sports
5. Weight and height of athletic team members
6. Photograph
7. dates of attendance to include enrollment status (i.e., full time or part time)
8. Degrees and awards received
9. Most recent educational institution attended
10. E-mail address