

KNOW YOUR RIGHTS!

STUDENT RIGHT OF PRIVACY AND EDUCATIONAL RECORDS

Under the Buckley Amendment, FERPA protects your rights by defining what information can be shared, with whom, and for what purpose.

FERPA guarantees eligible students the following rights:

- the right to inspect and review education records
- the right to seek to amend education records
- the right to have some control over the disclosure of information from education records
- the right to file a complaint for an alleged violation of their FERPA rights

What Information Can and Cannot Be Shared Without Your Consent?

CAN: Directory Information means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. This information may be shared without your permission. If you do not want your information shared, you need to contact the Registrar's Office. Directory Information may include: are name, address, SUNY Cortland email, major, honors, and age.

CANNOT: Personally Identifiable Information such as date of birth, social security, race, ethnicity, nationality, and grades cannot be shared without your consent. For a full list of personally identifiable information, see www.cortland.edu/ferpa.

What is an Educational Record?

The term "educational record" means those records that are: a) directly related to the student; and b) maintained by an educational agency or institution. Therefore, any type of record, in any medium, maintained by SUNY Cortland or an agent of Cortland except: those in sole possession of maker and not accessible to others, UPD records, student employee records, alumni records, or applicant information for someone who does not attend SUNY Cortland.

Who Has Access to Your Records?

A person employed by SUNY Cortland (a "school official") in an administrative, supervisory, academic or research, or other support staff position, including law enforcement and health staff. These individuals must have a "legitimate educational interest" to have access to educational records and serve in a capacity to have responsibilities, and act in the stewardship of, or service to the college.

What Information Can Be Shared and When?

Educational record information can be shared among college officials for educational purposes. Information cannot be shared with parents or third parties without electronic or written consent with several exceptions listed on www.cortland.edu/ferpa.

What if Your Parents Want Access to Your Educational Records?

Parents can view educational information with your written consent. Visit the Registrar's Office, 204 Miller Building to complete the Consent for Access form.

What about Financial Information?

Without written consent, Student Accounts Office will not discuss financial account information with a third party, unless the student completes the [Student Accounts Information Release Form](#) on the Student Accounts website. If a student has requested a confidentiality indicator on the account, Student Accounts will not discuss billing information with anyone except the student. With the new electronic billing, if you desire your parent(s) to be able to receive bill notices, view bills, or make payments for you, you will need to create an authorized user account for them on QuikPay® via your myRedDragon account.

Want to Learn More?

For more information, visit www.cortland.edu/ferpa or the Federal website at www.ed.gov/ferpa

PROTECT YOUR PRIVACY BY KNOWING YOUR RIGHTS!

*Be a part of information security on our campus and remember...
ISER - Information Security . . . Everyone's Responsibility*

