

In accord with the Federal Family Educational Rights and Privacy Act (FERPA), students at SUNY Cortland have certain rights regarding the privacy and security of their academic records. SUNY Cortland cannot disclose information contained in student records without explicit consent from the student or pursuant to a FERPA exception. Students may elect to grant third parties' access to certain information. Students at Cortland are 'eligible students' as per FERPA and are the sole bearer of the record.

This form authorizes SUNY Cortland to release information to named third parties but does not obligate the University to do so. SUNY Cortland reserves the right to require that requests be made in writing in the interest of protecting student safety and the integrity of records. SUNY Cortland also reserves the right to evaluate requests on an individual basis. Students may choose which information they wish to share or restrict.

Required Notice: Students may revoke access at any time without notification to permitted parties by providing a signed revocation request to the Registrar.

Student Name: _____ Cortland ID: _____

FORMS MAY ONLY BE SUBMITTED BY THE STUDENT

- ☐ Consent to Release ☐ Revoke Consent to Release

Information you are choosing to release (check ALL that apply):

- ☐ Final term grades ☐ Academic Standing
☐ Course Schedule Information ☐ Semester GPA Information

Persons who are granted access to records:

PLEASE PRINT LEGIBLY

Complete Name: _____

Relationship to Student: _____

Email Address: _____

Note: Requested information will only be released via email.

Duration of information release (check one):

- ☐ Academic Year: Release is granted for the duration of the current academic year through August 1st.
 Academic Year: _____
☐ Specific Timeframe: Release is granted only for the following dates. _____ to _____
 Consent will expire at the close of the current academic year, or at the time of degree conferral, whichever date is first. The academic year end-date will supersede any end-date that extends beyond the academic year.

Purpose of release: _____

Student Signature: _____ Date: _____

If you are submitting this form in person with government issued I.D., please stop here.



If you are submitting this form electronically or by mail, the following must be completed but a Notary Public:

NOTARY PUBLIC – The signature of the student named above must be notarized, ONLY if not presented in person with ID.

STATE OF NEW YORK, COUNTY OF _____ On the ____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

 _____ Notary Public



Consent to Release Academic Records

Registrar's Office • Miller Building, Room 203 • PO Box 2000 • Cortland, NY 13045-0900 • 607-753-4702 • registrar@cortland.edu

Supporting Your Student

The SUNY Cortland Registrar's Office fully understands that parents and guardians are concerned about the well-being and success of their student while they attend SUNY Cortland. Parents are a critical form of support and guidance for students. We fully appreciate and recognize that parents wish to be involved and be apprised of their students' progress. Because we are limited in what we can share with parents and other parties - even with consent - speaking directly with your adult student about their success is always advisable.

We are mandated to comply with Federal and State laws that require us to protect and secure student records in particular ways. One of the principal laws governing access to records is the Federal Family Educational Rights and Privacy Act (FERPA), often referred to as the Buckley Amendment.

Laws & Policies

According to our campus policies, and in accord with Federal and State law, parents of students at SUNY Cortland do not have automatic access to student records. Once a student reaches 18 years of age or attends a post-secondary institution, he or she becomes an "eligible student" under Federal law, and all access rights formerly given to parents under FERPA transfer to the student. Information may only be shared with parents with the student's consent, in a health or safety emergency, or pursuant to another FERPA exception as identified by law.

Accessing Information Online

Currently, there is no recognized mechanism for students to grant parents or guardians access to myRedDragon academic records. The Registrar's Office cannot share additional information with you about student records without explicit consent from the student. Additionally, being an established Authorized Payer of a student bill does not grant access to academic records under the FERPA policies.

Important Additional Information

Because we are limited in what we can share with parents and other parties - even with consent - speaking directly with your adult student about their success is always advisable.

- SUNY Cortland does not release confidential or sensitive information to third parties over the phone, by fax, or via e-mail.
- SUNY Cortland does not provide parents with copies of student grades. Your student may request these items (or access them via myRedDragon) and provide them to you.
- SUNY Cortland does not publish or provide students with a by-term grading educational record other than an official transcript or myRedDragon grade reports.
- SUNY Cortland may deny copies of records if the student has administrative holds, has any accrued debts owed to the College, or has outstanding obligations owed to the College or the State University of New York in accord with New York law.
- In the interest of protecting student privacy, enforcing security policies, and complying with federal and state reporting/record-keeping requirements; students and other parties are required to make FERPA requests or disclosure allowances in writing with a signature provided.
- A student may revoke access to records at any time for any party. At this point, your access to records will cease, unless you are granted access via FERPA exception, rule or requirement.