INDIANA TECH
NON-DIRECTORY INFORMATION RELEASE FORM

• In accordance with the Family Educational Rights and Privacy Act (FERPA) and Indiana Tech policies, this form allows students to grant third party access to parents, guardians, spouse, and/or others to their educational and financial records maintained by the Office of Admissions, Registrar's Office, Business Office and the Financial Aid Office.

• Students may not select subsections of academic records to be released. In other words, a student may not give access to billing information, but not to grades. This release will cover all non-directory information. University individuals may choose to not release information without obtaining specific student permission. Release of information is not required by law.

• A transcript request form with the student's signature is required for official transcripts.

• All permissions granted will stay in effect until revoked in writing by the student.

• See back of page for definition of FERPA, Directory and Non-Directory Information

PLEASE PRINT CLEARLY

I give permission for the following person(s) to have access to my educational/financial records.

☐ **Release** ☐**Cancel release** **Relationship:** Parent Guardian Spouse Other_____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Primary Phone: _____**Secondary Phone:** _____

Circle one: Home Business Cell Other Circle one: Home Business Cell Other

E-Mail Address: _____

☐ **Release** ☐**Cancel release** **Relationship:** Parent Guardian Spouse Other_____

Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Primary Phone: _____**Secondary Phone:** _____

Circle one: Home Business Cell Other Circle one: Home Business Cell Other

E-Mail Address: _____

☐ **I do not wish to allow third party access to non-directory information**.

_____ _____ _____

Print **Full** Name Student ID or SSN# Birth Date

_____ _____

Student Signature Date

Please return this form to Registrar's office.

WHAT IS FERPA?
The Family Educational Rights and Privacy Act of 1974, with which Indiana Tech complies fully, was enacted to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading statements.

DOES EVERYONE NEED TO SIGN THIS FORM?
Yes, all students must complete this form. This information will be referenced whenever someone contacts the university on your behalf. University staff will know immediate if you want information release and to whom information can be released.

CAN I CHANGE MY MIND?
Yes. If you decide that you no longer want others to have access to your records just fill out a new form and cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?
Non-directory information includes but is not limited to: admission status; tuition; fees; payments; mid-term and final grades; probation/academic standing; attendance; missing document information; class schedules; and financial aid information.
Release of information is not required by law.

WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?
Indiana Tech has established the following student information as public or directory information, which may be disclosed by the institution at its discretion.

- Student Name
- Major Area of Study
- Local Address**
- Current course load/enrollment
- University email address
- Local Telephone Numbers**
- Dates and/or Verification of Attendance
- Expected Date of Graduation
- Verification of Graduation
- Degrees received

Students may request the Indiana Tech withhold the release of directory information by notifying the Registrar's Office in writing. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office in Washington, D.C., concerning alleged failure by the institute to comply with the Act. Questions concerning the Act should be directed to the Registrar's Office.

**While address and phone numbers are legally considered directory information, Indiana Tech does not release this information on a routine basis. This information is only released to campus officials, law enforcement agencies, student loan lenders, or others who have a legitimate right to the information as determined by the registrar. In most cases such records will not be released to a third party without written release from the student specifying which records are to be released, and to whom.