

**Elizabethtown College
Registration & Records Office**

Authorization to Disclose Educational Record Information

According to the *Family Educational Rights and Privacy Act of 1974*, the **Educational Record** includes various records directly related to the student and maintained by Elizabethtown College in any format (handwritten, print, magnetic tape, film, diskette, etc.). Along with Directory Information (see below), it may include biographical data and address information; the admissions application and supporting documents; the academic record, including class schedules, grade reports and transcripts; athletic records; counseling records; disciplinary records; public information records; financial records; health records; placement credentials; campus security records; and residence life records. Education Records do not include treatment/medical records relating to treatment provided by a physician, psychiatrist, or psychologist, records maintained by campus security for the purpose of law enforcement, post-attendance records (such as information collected by the Alumni Office after graduation), or sole possession records (such as private advising notes).

None of the non-directory information in the Educational Record can be released to an outside person (including a parent or guardian) or organization without a student's written consent.


By signing below, you are granting us permission to disclose information in your educational record to the individual(s) named below, if requested, and at our discretion. You do not need to sign this form if you do not wish to authorize release of non-directory information.

Your Name (please print)

ID Number

Signature--indicates permission to release Information in educational record to the person(s) named below.

Date--Valid from this date until revoked in writing by student

 **If you have signed above to authorize release, then you must provide the name of the person (or organization) to whom this information can be released. Please PRINT the first and last name(s) of the parent(s) or other to whom information can be released:**

Parent/Guardian/Other

Parent/Guardian/Other

Note: Directory Information, as defined by Elizabethtown College, includes: name; enrollment status (e.g., undergraduate or graduate; part-time or full-time); campus box; campus e-mail address; local and home address; local and home telephone numbers (including cell phone numbers); date and place of birth; dates of attendance; class, field of study, degree; date of graduation; activities; honors; awards; participation in officially recognized sports and activities (including height and weight information of athlete); photographs; and most recently attended institution.