

# The College of New Jersey

Office of Records & Registration  
P.O. Box 7718, Ewing, NJ 08628-0718  
609-771-2141

## AUTHORIZATION TO WITHHOLD DIRECTORY INFORMATION

NAME: Last First M.I.	ID #: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (8 digit TCNJ ID)
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The United States Department of Education Family Educational Rights and Privacy Act (FERPA) of 1974 as amended by Section 249 of the Improving America's Schools Act of 1994 affords students certain rights within respect to their education records. *(See reverse for Notification of Rights Policy)*

### DIRECTORY INFORMATION

I understand that under the provisions of FERPA, I may rescind authorization for the release of my personal "Directory Information" either in full or in part. I also understand that this rescission must be done on an annual basis.

*Please check all components of the "Directory Information" that you DO NOT wish to be released by The College of New Jersey.*

- |  |  |
|--|--|
| <input type="checkbox"/> Name                                  | <input type="checkbox"/> Date of Birth               |
| <input type="checkbox"/> Email Address                         | <input type="checkbox"/> Place of Birth              |
| <input type="checkbox"/> Telephone Listing                     | <input type="checkbox"/> Dates of Attendance         |
| <input type="checkbox"/> Degrees                               | <input type="checkbox"/> Photograph                  |
| <input type="checkbox"/> Honors & Awards Received              | <input type="checkbox"/> Most Recent Previous School |
| <input type="checkbox"/> Major Field of Study                  | <input type="checkbox"/> Weight/Height of Athlete    |
| <input type="checkbox"/> Classification (FR, SO, JR, SR, GRAD) | <input type="checkbox"/> Participation in Official   |
| <input type="checkbox"/> Enrollment Status                     | Recognized Activities and Sports                     |

Original  
Signature \_\_\_\_\_ Date \_\_\_\_\_

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### AUTHORIZATION TO DISCLOSE EDUCATIONAL INFORMATION TO PARENTS

The best way for parents to gain access to a student's college records is with the student's consent. In accordance with FERPA, the College will disclose to parents information from the educational records of a student provided the College has on file written consent from the student. **Please sign if you consent for the College to release to your parents your educational (non-directory) records.** *\*\*Please be advised that The College may release records to parents of a dependent student as defined in the Internal Revenue Code of 1954.*

Print Name of Parent(s) \_\_\_\_\_  
\_\_\_\_\_

Print Your Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to the Office of Records & Registration, Green Hall, Room 112.

## The College of New Jersey (TCNJ) Notification of Rights under FERPA

**The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. These rights are:**

1. The right to inspect and review the student's education records within 45 days of the day that TCNJ receives a request for access. Students should submit to the Director of Records and Registration written requests that identify the record (s) they wish to inspect. The TCNJ official will make arrangements for access and notify the student of the time and place where records may be inspected. If the records are not maintained by the TCNJ official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's educational records that the student believes is inaccurate or misleading. Students may ask the college to amend a record that they believe is inaccurate or misleading. The student should write the TCNJ official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the college in an administrative, supervisory, academic or support staff position (including campus police, campus health providers, and student employees); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official school committee such as the all-college academic integrity board; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility
4. TCNJ considers the following as Directory Information and may release the following information upon request:

Name	Date and Place of Birth
Email addresses	Dates of Attendance
Telephone Listing	Photograph
Honors and Awards Received	Most Recent Previous School
Major Field of Study	Participation in Officially
Classification (FR, SO, JR, SR, GRAD)	Recognized Activities & Sports
Enrollment Status	Weight & Height of Athlete

**To prevent the release of the above referenced Directory Information, the student must file the Authorization to Withhold Directory Information form with the Office of Records and Registration each year.**

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by TCNJ to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, DC 20202-4605