



ANTIOCH
COLLEGE

FERPA Forms

Student Request to Prevent Disclosure of Directory Information

The items listed under Directory Information may be released in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. Under the provisions of FERPA, as amended, you have the right to withhold the disclosure of directory information. Please consider carefully the consequences of any decision to withhold directory information. Should you decide to inform this institution not to release directory information, any future request for such information from non-- institutional persons or organizations will be refused. For example, the college would be unable to verify degree, major, or enrollment for possible employment, credit card applications, insurance purposes, mortgage information, apartment leases, etc.

Should you decide to withhold directory information, you may authorize at a later date on a transaction-- by-- transaction basis the release of directory or non-- directory information (for example, the release of a transcript for employment purposes) or you may cancel the Withhold Directory Information designation. See below for instructions.

Antioch College's definition of directory information relating to a student includes the following:

- Student's name
- City, state/ province, and country of origin
- Major field of study, including self---designed majors and descriptions thereof
- Participation in officially recognized activities including cooperative education, research experiences, and study abroad
- Dates of attendance
- Degrees and awards received including publications, conference presentations, academic achievements, and other honors
- Recent previous educational agency or institution attended by the student.

Student One-- Time Information Release Authorization

You may, at your discretion, grant the college permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records each time you would like access to be granted.

Student Standing Information Release Authorization

The access authorized by this form will be in effect until you revoke it in writing (*by submitting the Student Revocation of Information Release Authorization*)

Student Revocation of Information Release Authorization

This form revokes the Student One---Time Information Release Authorization or Student Standing Information Release Authorization you previously submitted for the third party designee you name on this form.

Parent One-- Time Information Release Request

Under FERPA, Antioch College may release any and all information to parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules or if the student voluntarily provides the College with authorization providing parents access to educational records. Access is granted to both the parent who claims the student as well as the parent who is not claiming the student. In these instances, the parent must complete this Parent One---Time Information Release Request. The parent must provide verification of the student's dependent status on their most recent Federal income tax return. If the parent has already provided a copy of the tax return to Antioch College for financial aid purposes, an additional copy is not required.