

FERPA Notice Release of Information



As required by the Family Educational Rights & Privacy Act of 1974 (FERPA), Divine Word College maintains its students' rights to confidentiality. Accordingly, college officials do not disclose student records or personally identifiable information without written consent, except to school officials or specified individuals or agencies that have legitimate educational interests.

Notice Concerning Directory Information

College officials may release "Directory Information" without a student's prior written consent, unless you instruct us otherwise.

An eligible DWC student has the right to refuse to let DWC designate any or all of the below listed types of information as Directory Information. If you do not want specific directory information shared, you must notify the Registrar's Office in writing by submitting this completed form now or within 10 days after receiving this form.

Directory information includes, but is not limited to:

Name	Photograph	Honors & Awards
Permanent or Home Address	Enrollment Status (UG or ESL)	Degree(s)
Date & Place of birth	Full-time or Part-time Status	Major & Minor Field(s) of Study
Telephone Listing(s)	Classification (Grade level, Graduate)	Most recent institution attended
Email Address	Dates of attendance at DWC	

Please select **ONLY ONE** of the following three options:

- ☐ I give consent for DWC to release all Directory Information with no exceptions. (Yes, this is great!)
- ☐ I request that DWC not release any of the Directory Information identified above. (No, please don't share any)
- ☐ I prefer that some types of information not be shared. (Indicate restricted information by placing an "X" next to your selections above.)

FERPA Authorization to Release Information (Other than Directory Information)

It is common for Religious and Diocesan Superiors to contact DWC to request both student education and formation records, including:

Academic Information	Disciplinary Information	Financial Information (including Financial Aid)
Health Information	Formation Information	Extracurricular Information

Therefore, the College requests that students complete this "Release of Information" consent form indicating either authorization to release designated information to specified persons or declining such release. **It is important to remember that if you are receiving financial support from any person, group, congregation or Diocese, you must grant permission to release all information.**

Please select **ONLY ONE** of the following two options:

- ☐ I authorize DWC to release all information above to: _____
Name of Religious/Diocesan Superior or Other
- ☐ I decline granting permission to release any information other than Directory Information.

Full Name:

Prefix First Middle Last Suffix (Religious Initials Only)

Student:

Signature

Date

Registrar:

Signature

Date