

**Student Information**

Student Name (Must use legal name)

Student ID OR Social Security Number

Phone Number

**What is Directory Information?**

Under the provisions of the Federal Family Education Rights and Privacy Act of 1974 (FERPA), Colleges may disclose information about a student designated as "Directory Information." This information can, by law, be released to the general public and may be listed in the campus directory. SUNY Cobleskill has designated the following as Directory Information:

- Student Name
- Campus, local and home addresses
- Phone Number
- Major
- Department
- Dates of Attendance
- Dates of Graduation
- Degrees Awarded
- Awards
- Full-time/Part-time Status
- Email Address
- Photo ID

No other student information is released to non-university personnel without written permission.

In compliance with the federal Family Education Rights and Privacy Act of 1974 (FERPA), SUNY Cobleskill will not release non-directory student information to a third party (including parents, legal guardians, spouses, or corporate sponsors) without written consent of the student. It is campus policy not to release certain information regarding student records (e.g. grades, GPA) over the phone.

**Mid-term and final grades are only available via Banner Web. An academic transcript may only be released by request of the student.**

**Access Granted To:**

Name

Relationship

Address

Email

Phone Number

*This individual may request and be provided the following information regarding my educational pursuit at SUNY Cobleskill:*

- Attendance
- Class Work (tests, quizzes, projects, etc.)
- Class Participation

**Access Granted To:**

Name

Relationship

Address

Email

Phone Number

*This individual may request and be provided the following information regarding my educational pursuit at SUNY Cobleskill:*

- Attendance
- Class Work (tests, quizzes, projects, etc.)
- Class Participation

**FERPA**

Student Housing & Disciplinary Records Access Authorization



**Access Granted To:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

*This individual may request and be provided the following information regarding my educational pursuit at SUNY Cobleskill:*

Disciplinary Record

Housing Record

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email

\_\_\_\_\_  
Phone Number

*This individual may request and be provided the following information regarding my educational pursuit at SUNY Cobleskill:*

Disciplinary Record

Housing Record

Student Financial Information Access Authorization

Privacy laws prohibit our office from discussing any information pertaining to your file with any other party other than you and parent(s) included on the FAFSA form. If you wish to allow someone other than the parent(s) included on the Free Application for Federal Student Aid (FAFSA) you must complete and return this Permission to Share Financial Information Form.

This signed authorization permits the Student Financial Services Office at SUNY Cobleskill to share information and discuss financial aid and all matters pertaining to my bill with the specified person(s) below.

**Access Granted To:**

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Relationship: \_\_\_\_\_ Email Address: \_\_\_\_\_

*I understand that I can revoke this consent at any time by providing a written statement to the Student Financial Services Office*

**Student Authorization:**

By signing below, I hereby authorize SUNY Cobleskill to disclose and discuss my student record with the individual(s) listed.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Completed forms must be presented in person, with appropriate identification, or mailed to:  
SUNY Cobleskill, Office of the Registrar, Knapp Hall Room 101, State Route 7, Cobleskill, NY 12043.

Requests received by mail **must** be notarized or they **will not** be processed.

NOTARY SEAL

\_\_\_\_\_  
Notary Public's Signature

\_\_\_\_\_  
Date