



Division of Academic Affairs
Office of the Registrar

ANNUAL NOTICE TO STUDENTS

**The Family Educational Rights and Privacy Act of 1974
(F.E.R.P.A.)**

Annually, the University of Maryland Eastern Shore informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in details the procedures to be used by the University of Maryland Eastern Shore for compliance with the provision of the Act. Copies can be obtained from the Office of Student Affairs and Office of the Registrar. It is also printed in the Student Handbook and on the University's website at www.umes.edu. Questions concerning the Family Educational Rights and Privacy Act may be directed to these offices.

AUTHORIZATION TO DISCLOSE ACADEMIC or FINANCIAL INFORMATION

In accordance with FERPA, the University of Maryland Eastern Shore will disclose to parents information from the academic or financial records of a student provided the University has on file written consent of the student. **If you consent for the University to release to the person(s) listed below your educational records, please complete the information below, sign and return to the Office of the Registrar.**

Person 1: Name _____ Phone # _____

Address _____

Person 2: Name _____ Phone # _____

Address _____

Print Name (Student)

HawkWeb ID#

Student's Signature

Date

Note: Requests to disclose information from academic or financial records will be honored by the University indefinitely unless written notification to the contrary is received in the Office of the Registrar.

06/12

www.umes.edu

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