

# Alfred University

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## Parent/Guardian Access to Confidential Education Records

Under the Family Educational Rights and Privacy Act of 1974, as amended (FERPA), students attending colleges or universities, regardless of age at entry, are afforded the right to privacy as it pertains to their education records. However, Alfred University recognizes that parents/guardians of dependent students have a strong and understandable interest in the academic progress of their student, so we provide this method of making confidential information from the education record available to parents.

We strongly encourage students and parents to discuss together the issue of parent interest in their student's academic progress and the level of accountability parents are expecting. If direct parent/guardian access to the education record is the expectation, and if the student is in agreement, then the student must complete and sign this form, returning it by fax to 607-871-2347 or by mail or in person to:

Alfred University  
Student Service Center  
One Saxon Drive  
Alfred, NY 14802

While enrolled in an undergraduate program at AU, permission to release information to parent(s)/guardian(s) will remain in effect until rescinded in writing by the student.

**Please Note:** Grades are available to students online promptly both at midterm and at the end of each term by logging on to AU BannerWeb. To access the login page, go to <http://my.alfred.edu/> and then click on "BannerWeb" on the right side of the web page in the purple banner, OR go directly to <https://banweb.alfred.edu>. Using secure login, grades will be accessible from this website from anywhere in the world. Secure login requires the student's Banner ID# (or Social Security Number) and 6-digit PIN.

If parents wish to have direct *online* access to grades and other information, such as student account status, through BannerWeb, they should obtain the UserID and PIN directly from their student.

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### Permission to Disclose Information from the Education Record to Parent/Guardian

By signing this form, I give permission to my faculty advisor and other school officials of Alfred University to release confidential information from my education record to my parent(s)/guardian(s) as identified and listed in my student record at AU. The information may be released by telephone, by U.S. Mail or in person.\* I understand that University officials will take appropriate steps to establish the identity of a caller as my parent/guardian before releasing education record information over the telephone.

\*Confidential information will not be released by e-mail, since this is not a secure form of communication

I give permission to Alfred University officials to release education record information to the parent(s)/guardian(s) listed in my AU student record if and when they request it.

Student's Full Name \_\_\_\_\_

Alfred University ID# or SSN \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_