Office of Higher Education in Prison

FERPA-Compliant Release Form

State University of New York System Administration
353 Broadway | Albany, NY 12207 | (518) 320-1100

About this Form

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, restricts the disclosure of student educational records and personally identifiable information without the student's written consent. Information may be released without consent only when it qualifies as directory information or falls under specific exceptions outlined in FERPA. This form allows students to authorize access to, or the release of, their educational records.

Student Name: _____

Department Identification Number (DIN): _____

Used exclusively for routing reports, responses or correspondence in accord with the DOCCS mailing policies.

Facility Address: _____

_____

Please Provide: ☐ Student Grade Report (Transcription)

For the Purposes of DOCCS initiated requests in support of release programs, including Limited Credit Time Allowances (LCTA).

Please indicate the campus or campuses you are authorizing to release the report(s).

Campus Name(s): _____

By signing below, you are providing your consent to allow the listed campus(es) to disclose your education records and personally identifiable information from your education records to the State University of New York Office of Higher Education in Prisons and the Department of Corrections and Community Supervision to facilitate review in release programs, including the Limited Credit Time Allowance (LCTA) program.

If you are allowing release for other purposes, please list: _____

Your consent for this purpose, does not include permitting the above-specified entities to re-disclose my education records or personally identifiable information from my education records for any other purpose.

Student Signature: _____ Date: _____