

Important Facts Parents **NEED** to Know about Record Privacy & Record Release at UC

- UC's record release policies are governed by federal government regulations collectively known as the "Family Educational Rights and Privacy Act of 1974, as Amended" (FERPA), and by State of Ohio law. University of Cincinnati **CANNOT** waive FERPA or State regulations for **ANY** reason.
- Under FERPA, Record Privacy rights transfer from the parents to the student once the student reaches 18 years of age **or** once he/she enrolls in an institution of higher learning. In either scenario, FERPA then regards the parents as "3rd parties." **Record release to all 3rd parties requires the student's prior written and signed consent.**
- Parents may obtain student end-of-term grades and GPA information, **only if**:
 - they can provide the Registrar's Office with a copy of their most recently submitted federal tax return documents establishing the student as their financial dependent (family income amounts may be obscured); **or**
 - the student provides the Registrar's Office with his or her written, signed and dated consent (the student can rescind this authorization in writing at any time). **Students should contact the Registrar's Office for details.**
- Parents may obtain student bill and health insurance information, **only if**:
 - the student has established an online One Stop Student Services Parent PIN authorizing the access.
Note: if/when required, the Parent PIN **must be reset directly by the student.**
- Record release to parents (and to all 3rd parties) occurs at the University's discretion, **even if** the parents provide the qualifying tax return or the student's written consent. The University reserves the right to deny requests for any and all student information to all 3rd parties, **including parents.**
- The student's written consent or the parents' tax return may allow record release **only**. These documents do not constitute a "Power of Attorney" and so **do not** authorize the parents to take action in the student's name or on his/her behalf.
- All 3rd party requests to UC for student records must be submitted **in writing** directly to the Registrar's Office. **In all cases, 3rd parties (including parents) attempting contact with administrative offices, college offices, or the faculty will be referred to the Registrar's Office.**

The Registrar's Office will assess both the parents' written request and the submitted authorizing documents and will provide a response. The Registrar's Office will contact other administrative and/or college offices for information as required. Parents should not expect a same-day response from the Registrar's Office to their information requests.
- UC **does not** provide regular or automatic per-quarter information releases (e.g., final grades) to any 3rd party (including parents). Parents authorized for release by either the student's written consent or by their own tax return **must** submit a written request to the Registrar's Office on each occasion.
- FERPA permits UC to release the student's "Directory Information" to anyone upon request without the student's prior consent or notification. "Directory Information" at UC is: name; student identifier (non-Social Security Number), current mailing address, current telephone number, e-mail address (BOL), college, class, major, dates of attendance, enrollment status (full/ part-time), degrees/honors/awards received (including dates received).
- Students may request that UC **not** release his or her "Directory Information" by submitting a form to the Registrar's Office. Students should contact the Registrar's Office for details.
- You can learn more about the "Family Educational Rights and Privacy Act of 1974 (FERPA) from the Registrar's Office of you can enter the U.S. Department of Education website at <http://www.ed.gov>