

# FERPA

## Revocation of Confidentiality/Directory Exclusion



This form is to be used to remove a previously requested Confidentiality/Directory Exclusion and allow SUNY Cobleskill Ag & Tech to release directory information from our student record in accordance with the Federal Family Rights to Privacy Act of 1974 (FERPA). SUNY Cobleskill Ag & Tech 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.

Additional information on FERPA and related policies can be found in the student handbook under Important Policies or on the Registrar's Office webpage.

### Student Information

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID (or Social Security) Number

\_\_\_\_\_  
Contact Phone

### Student Authorization:

By signing below, I hereby authorize SUNY Cobleskill Ag & Tech to remove the Confidentiality/Directory Exclusion block from my student records.

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

\_\_\_\_\_  
Date

Requests will be honored within 4 business days of receipt.

Completed forms must be presented in person, with appropriate identification, or mailed to:

SUNY Cobleskill Ag & Tech  
Office of the Registrar  
Knapp Hall 100  
Cobleskill, NY 12043

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

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

\_\_\_\_\_  
Date

NOTARY SEAL