



INDIANA UNIVERSITY  
SOUTH BEND

**Office of Housing and Residence Life  
Family Education Rights and Privacy Act (F.E.R.P.A.) Waiver**

The Family Educational Rights and Privacy Act (F.E.R.P.A.) is a Federal law that protects the privacy of student education records. These records include grades, judicial sanctions, financial records and other personal information.

The Office of Housing and Residence Life offers students the option to release their information to approved persons for the purpose of discussing issues or incidents of conflict, behavior, crises, etc., which occur in the residential areas.

The Office of Housing and Residence Life is committed to following federal law and protecting the privacy of students and will not disclose any protected information from our student records. In addition, the Office of Housing and Residence Life will refrain from sharing non-protected information (such as campus address and contact information) to any individual, without the written consent of the student in question. By signing this waiver, a student is authorizing our office to share information with select individuals and/or parties; however, the student will remain the primary contact person.

**\*\*\*Please place a check mark next to the information you are authorizing to share\*\*\***

<input type="checkbox"/> On-Campus Directory	<input type="checkbox"/> Housing Violations	<input type="checkbox"/> All Student Records
<input type="checkbox"/> Housing Finance	<input type="checkbox"/> Contract Probation/Termination	
Other (Please Specify) _____		

I, \_\_\_\_\_, hereby waive my rights to privacy as listed in the Family Educational Rights and Privacy Act, or F.E.R.P.A. I hereby allow any and all staff within the Office of Housing Residence Life at Indiana University South Bend to discuss and/or disclose information in select areas to the parties I listed below.

**Entity #1**

\_\_\_\_\_

*Individual / Organization*

\_\_\_\_\_

*Street Address*

\_\_\_\_\_

*City, State, Zip*

\_\_\_\_\_

*Phone*

\_\_\_\_\_

*Relationship*

**Entity #2**

\_\_\_\_\_

*Individual / Organization*

\_\_\_\_\_

*Street Address*

\_\_\_\_\_

*City, State, Zip*

\_\_\_\_\_

*Phone*

\_\_\_\_\_

*Relationship*

**I have read both sides of this document and I understand the content:**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<b>FOR OFFICE USE ONLY:</b>	
_____	_____
Housing and Residence Life Staff Member	Date



INDIANA UNIVERSITY  
SOUTH BEND

OFFICE OF HOUSING AND RESIDENCE LIFE  
FEDERAL EDUCATION RIGHTS AND PRIVACY ACT (F.E.R.P.A.)

---

**What is FERPA?**

The Family Educational Rights and Privacy Act (F.E.R.P.A.) is a federal law that affords parents/families/guardians the right to have access to the student's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parent/guardian to the student ("eligible student"). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.

The Family Education Rights and Privacy Act is a federal law that protects the privacy of student's educational records. During the elementary and high school years, this means that the parents had a right to keep their children's educational records private from other individuals or agencies, such as the press.

**What is important to consider is that once an individual becomes 18, s/he has the authority of his or her own records.**

This means that after 17 years of being a partner and being included in a child's educational progress, you no longer have a right to access their records without his or her written permission. There are lots of details and exceptions that can be exercised or explored. We know this is a big change and we'll help you navigate it to the best of our ability.

So, how does this apply to Housing and Residence Life? Most commonly, it applies this way:

- The contract signed is between Housing and Residence Life and the student. We do not release contract information to parents without written consent of the student.
- We will not share disciplinary or policy violation information with parents or guardians.
- We cannot and will not share ANY information about suitemates, regardless if your student signs a FERPA release to speak with you about his/her behavioral records or contracts.

But, we DO want to partner with you in any way we can to make sure your student is doing well in school and in an educationally supportive living situation. So, if you are concerned about housing and would like to speak with us about it, we definitely welcome you to do so. But, please be aware that we are limited in what we can say over the phone or in person.

**Here's what we promise:**

- We will listen.
- We can advise you, if you'd like.
- We can provide general information about our policies and protocols.
- We can provide your student with a FERPA release form to speak with you about their records.

F.E.R.P.A. can get confusing. We will help you anyway we are able to do so while still observing the ethical and legal considerations of the law.

**By initialing this form, I have indicated that I have read and understood this section:** \_\_\_\_\_