

REQUESTER	THE STUDENT REQUESTING HIS /HER OWN RECORDS	PARENT OR GUARDIAN	FACULTY OR OTHER SCHOOL OFFICIAL	OTHER PARTIES SEEKING INFORMATION
DEFINITION	Any person who attends or has attended the university.	Natural parent, guardian, or individual acting as parent in the absence of a parent or guardian.	University administrator, academic or research employee. See (B) for details.	Includes media, courts, lawyers, educational authorities, lending institutions, educational agencies or institutions, and alleged victims of crimes of violence.
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
ASK TO SEE ID	Yes, check ID. Also, have student sign and date request form.	Check to verify that the student is a tax dependent of the parent.	No, unless doubt as to the official's identity.	Yes, if release of record depends on identity/role.
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
VERIFY NEED TO KNOW	N/A	N/A	Yes, even for an official, verify their legitimate educational interest (D).	Yes, unless they have student's written permission.
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
CONSULT WITH GENERAL COUNSEL	No, unless questions arise regarding the request.	No, unless questions arise regarding the request.	No, unless questions arise regarding the request.	Yes, for subpoenas, IRS summons or other legal process, or if it involves student

				disciplinary records.
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
OBTAIN WRITTEN PERMISSION FROM STUDENT	Yes, to the extent that the student is required to provide a signed request form.	No, if student's dependency has been verified. Yes, if student is not a dependent. Exception for under 21 student with alcohol/drug or legal violation.	Not necessary if official has a legitimate educational interest.	Yes, unless the request falls within exceptions to release of information (C) or is directory information (E).
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
EXPLAIN RE-DISCLOSURE LIMITS	No	No	Yes	Yes
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
RECORD REQUEST & ACTION TAKEN IN STUDENT FILE	No	Yes	Keep a record in the student's file only when the request for access was denied.	Yes, unless written consent from student or directory information (E) or subpoena prohibiting disclosure of the request to student.
REQUESTER	THE STUDENT (OWN RECORD)	PARENT OR GUARDIAN	FACULTY OR SCHOOL OFFICIAL	OTHER PARTIES
MISC.	Student has no right to confidential letters of recommendation, confidential	Check to see if the student is a tax dependent	Consult with supervisor or Registrar if doubt as to legitimate educational	For directory information, be sure to check whether student has requested

	financial information of parents, or those items not defined as education records (A).	of either parent. Both parents have equal access, even if divorced/separated, unless a court order states otherwise.	interest. Office of General Counsel can provide guidance.	non-disclosure of such information.
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