

ANNUAL NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. As a student, your rights include:

1. *The right to inspect and review your education record within a reasonable time after the Seminary receives a request for access.* If you want to review your record, contact the Office of the Registrar, where the procedures for review will be initiated. The Office of the Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected.
2. *The right to request amendment of your education record if you believe it is inaccurate or misleading.* If you believe there is inaccurate or misleading information in your education record, you should submit a written statement to the Seminary office which maintains the record. In this statement, you must indicate clearly which part of your record you think needs to be changed, and how and why it should be amended. After review, that office will notify you of its decision and, if you do not agree with the decision, advise you of the appropriate steps for further review.
3. *The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that FERPA authorizes disclosure without consent.* One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. For Concordia Seminary, a school official is defined as a person employed by the Seminary in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the Seminary has contracted (such as an attorney, auditor, or collection agent); or a member of the Board of Regents. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.
4. *The right to request non-disclosure of "directory information."* Concordia Seminary has designated certain items of personally identifiable information as "directory information" which may be released at the discretion of the Seminary. The designation of these items is based on an understanding that their release would generally not be considered harmful to a student or an invasion of a student's privacy. However, the Seminary does offer students the opportunity annually, in the Fall Semester, to request non-disclosure of directory information.
5. *The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Seminary to comply with the requirements of FERPA.* The name and address of the Office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-5920**

STUDENT REQUEST FOR NON-DISCLOSURE OF DIRECTORY INFORMATION 2023-24
REGISTRAR'S OFFICE
CONCORDIA SEMINARY

Concordia Seminary (hereafter "the Seminary") has designated the items listed below as "Directory Information" which may be released without obtaining written release, at the discretion of the Seminary administration. The designation of these items is based on an understanding that their release generally would not be considered harmful to a student or an invasion of a student's privacy.

Directory Information includes:

- full name
- local address
- telephone number
- campus PO box number
- school email address (____@csl.edu)
- academic program (and classification, I, II, vicar, IV for MDiv students)
- home district (for LCMS students)
- dates of enrollment at Concordia Seminary
- enrollment status
- home district (for LCMS students)
- name of vicarage/internship congregation, city, state (for vicars, deaconess interns)
- spouse's first name for married students

Under the provisions of the Family Educational Rights and Privacy Act of 1974, as Amended (FERPA), you have the right to request non-disclosure of Directory Information.

Please consider carefully the exercise of your right in this matter. The Seminary evaluates all requests for Directory Information to insure that the requester has an appropriate interest in the information. There are some routine requests, e.g., from the LCMS and LWML districts, which we understand to be an important interest of the Church in supporting your study at the Seminary. **If you request non-disclosure of Directory Information, all requests for such information from all persons or organizations outside the Seminary will be refused.**

If you request non-disclosure of Directory Information, the Seminary will honor your decision. In the event of a request for information, the Seminary will not bear any responsibility to notify you of the request; it simply will be declined, regardless of the effect upon you. The Seminary bears no liability when it honors your instructions not to release Directory Information.

If you do not wish to request non-disclosure of Directory Information, there is nothing you need to do. If you wish to request non-disclosure of Directory Information, please sign, print your name, date this form, and return it to the Office of the Registrar. It will take effect immediately upon receipt and will remain in effect through the Summer Term 2024. If you choose now to invoke non-disclosure of Directory Information, but later wish to revoke the non-disclosure, you may do so in writing to the Office of the Registrar (email is not sufficient).

Student Signature _____ Date _____

Printed Name _____

If this form is not received in the Office of the Registrar (Pieper 110) by Tuesday, September 5, 2023, disclosure of Directory Information is authorized for the academic year 2023-24.