



Registrar's Office  
 800 Chestnut Street  
 San Francisco, CA 94133  
 P: 415.749.4535  
 F: 415.749.4579  
 registrar@sfa.edu

**FERPA RELEASE**

This form must be submitted to the Registrar's Office by the student. Only the student is permitted to fill out the fields below and sign. No other parties are permitted to submit this form on behalf of the student.

This FERPA Release Form directly pertains to the second right listed on page 2 of this form, "Have some control over the disclosure of information from their education records." By completing this form, the student releases whatever records they select on page 1 of this form to the individual they specify on page 1 of this form. Please refer to The SFAI Student Handbook and page two of this form for more information on the Family Educational Rights and Privacy Act (FERPA).

**Student's Information**

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Last Name	First Name	Student ID #
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Degree Program:     MA/MFA     Low-Residency MFA     MFA     MA     PB     BFA     BA     Non-Degree

**Authorization To Release Education Information**

*I give permission for the San Francisco Art Institute to release the checked records below to the recipient indicated here:*

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Last Name	First Name	Relationship To Student
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Email	Phone
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- ALL RECORDS
  
- Academic Records – *Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, degrees awarded, current enrollment, dates of enrollment activity, registration status, enrollment status, residency status, semesters attended and mailing address information.*
  
- Accommodations – *Includes information on ADA accommodations*
  
- Admission – *Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admission.*
  
- Business Office – *Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.*
  
- Financial Aid – *Includes all general financial aid information, including scholarships, grants, loans*
  
- Non-Academic Records – *Includes student conduct and disciplinary records including but not limited records pertaining to Title IX, grievances, non-academic suspensions, expulsions, etc.*
  
- Other (Please Specify – May be for a specific instance) \_\_\_\_\_

***I understand this permission will remain in effect until I specifically revoke the permission by notifying the Registrar's Office in writing.***

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Student's Signature	Effective Date
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Registrar's Office Use Only Date Received:	Update Computer Record:
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July 2018



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**FERPA Information**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records. For purposes of definition, "education records" are those records which are:

- 1) Directly related to a student and
- 2) Maintained by an institution or a party acting for the institution.

The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Almost all postsecondary institutions, both public and private, receive funds under an applicable program. SFAI receives funds under an applicable program.

FERPA gives students who reach the age of 18 or who attend a postsecondary institution three primary rights to:

- 1) Inspect and review their education records;
- 2) Have some control over the disclosure of information from their education records;and
- 3) Seek to amend incorrect education records.

**Directory Information**

The Family Educational Rights and Privacy Act allows SFAI to release "directory information" about current and former students. SFAI has designated the following as public directory information: (1) student name, (2) local residence and phone number, (3) personal and SFAI email address, (4) major field of study, (5) dates attended, (6) degree(s) conferred, (7) personal photos, (8) excerpts from written work submitted at SFAI, and (9) images of artwork exhibited or displayed at SFAI or at an SFAI-sponsored event.

FERPA allows a student the option to restrict the release of this directory information without prior authorization. To do so, a student must provide the Registrar's Office with a written request, clearly stating their desire to restrict their directory information. This restriction remains in effect until written notice to remove the restriction from the student is received by the Registrar's Office. For SFAI's full FERPA Policy, consult the [SFAI Family Educational Rights and Privacy Act](#).

**\*\*\*PLEASE NOTE\*\*\***

If you choose to restrict your directory information, no information will be released to a third party without your prior consent. "Third parties" includes friends, relatives, prospective employers, the news media, potential employers, and insurance companies. SFAI does not sell or actively voluntarily provide student information. Each student is advised to carefully consider the consequences of a decision to restrict directory information. Once restriction is elected, SFAI cannot acknowledge the existence of, or release information about, the record of the student who has elected confidentiality without written consent from the student only.

In addition, no information or services will be available to you via telephone if you have elected the restricted confidentiality option. If a student has elected the restriction, their only options for conducting business transactions with SFAI are in person, after presenting a valid photo ID, or through secure login in of SFAI's student portal, WebAdvisor.

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This form will only inform the institution about records that may be released to a third party. Filling out this form does not automatically give the recipient of the authorized release of educational information a WebAdvisor account to access the student's information online. To give this and other persons this WebAdvisor access, please consult the Instructions on [Giving 3<sup>rd</sup> Party \(Parent\) Access to WebAdvisor Records](#).