

**Student authorization to release non-directory information to
parent(s)/guardians(s)/sponsor(s)**

In compliance with FERPA (described below), Manhattan School of Music will not discuss your educational record, student account information, or any other non-directory information with your parent, guardian, or any other individual unless we have a signed Authorization on file.

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords students that attend a postsecondary institution such as Manhattan School of Music certain rights. Further information on the Act can be found in several School publications, including the *Student Handbook*, *Manhattan School of Music Catalogue* and the MSM Web site.

This form concerns one of the rights afforded by the Act - the right of an eligible student to have some control over the disclosure of non-directory information from his/her education records.

- A. In accordance with FERPA and Manhattan School of Music policy, the School may disclose non-directory educational information from the academic records of a student to parent(s)/legal guardian(s) when the School:
 - 1. Has written consent of the student on file OR
 - 2. Has determined that the student is legally a dependent of the parent/guardian according to the Internal Revenue Code of 1986, Section 152. The School will use information in copies of current tax returns provided to the School to aid in determining dependency. These forms may have been provided previously in support of the student's financial aid application. Parents may also send a statement in writing certifying that the student is a dependent with a copy of a current income tax form attached.

- B. The School may also disclose non-directory educational information to parent(s)/legal guardian(s):
 - 1. In an emergency, if the knowledge of information is necessary to protect the health or safety of the student or other persons OR
 - 2. Regarding the student's violation of any federal, state, local law, or any institutional policy or rule governing the use of alcohol or a controlled substance under FERPA guidelines OR
 - 3. At other times as the School's administration deems appropriate within FERPA guidelines

To submit written consent for officials of Manhattan School of Music to discuss non-directory educational or financial information with your parent(s), guardian(s), or sponsor(s), please sign below and return to the Office of the Registrar.

Important: This authorization will remain in effect for your entire enrollment unless you notify MSM otherwise in writing.

I authorize Manhattan School of Music to release one or both of the following types of non-directory information:

- Financial information (Student Accounts, Financial Aid)
- Grades, class attendance, and other education records (Office of the Registrar, Student Affairs)

Student Name _____

Student ID Number _____

The above information may be released to the parent(s), legal guardian(s), and/or sponsor(s) listed below:

Name _____

Relationship _____

Name _____

Relationship _____

Student Signature _____

Date _____