

# ACCESS TO EDUCATIONAL RECORDS

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## Privacy Rights

SUNY New Paltz's policy regarding the rights of privacy for students and their parents is guided by the Family Educational Rights and Privacy Act (FERPA). It limits access to individual students' records to:

- Presently or formerly enrolled students who may see their own records.
- Selected university and government officials who need to know the information contained in a record in order to carry out their professional duties.

One exception to this is directory information. SUNY New Paltz may disclose directory information unless a student has restricted the release of this information. Directory information is information contained in an education record of a student typically released by colleges and universities nationwide. It includes, but is not limited to: name, mailing address, email address, major, dates of attendance, and degrees and awards received.

Currently enrolled students may withhold disclosure of directory information under FERPA. To withhold disclosure, students must login to *my.newpaltz.edu* and select "My.Directory Listing" from the menu under "My.Personal Records." Students who opt to prevent disclosure of directory information should carefully consider the consequences of any decision made to withhold directory information. If a student opts out, the university will not release any information to non-institutional persons or organizations, including requests for verifications of attendance for insurance, employment or any other reason, without the express consent of the student.

Visit [Family Educational Rights and Privacy Act](#) for details regarding this policy.