

## Parent/Guest Online

### Proxy Access

Students can give permission to a parent or guest to view some of their online records by using the College's online Proxy Access. Students should be aware that they are waiving their FERPA rights for each one of their records that they grant permission to view.

Students have the right to remove access from anyone to whom they have granted permission at any time.

**Students can choose from the following records only:**

- Grades
- Class Schedule
- Semester Bill
- Account Summary
- Financial Aid Award Letter
- Payment Center
- Payment Plans

**The online access is limited to the above records for online access only. It does not grant a parent or guardian any additional rights to discuss grades, attendance or disciplinary issues without the permission of the student.**

Students can setup Proxy Access through their MyHeliotrope Account. They can access their account at [www.purchase.edu/Portal](http://www.purchase.edu/Portal)

Instructions to setup Proxy Access can be found at [www.Purchase.edu/Parents](http://www.Purchase.edu/Parents) by selecting **Proxy Access Directions**.

### PURCHASE COLLEGE

Have additional questions? Contact the Purchase College Registrar's Office at (914) 251-6361

## Additional Information and Links

### Purchase College

[www.purchase.edu/parents](http://www.purchase.edu/parents)

[www.purchase.edu/Departments/Registrar/ferpafullpolicy.aspx](http://www.purchase.edu/Departments/Registrar/ferpafullpolicy.aspx)

### U.S. Department of Education

[www.ed.gov/policy/gen/guid/fpco/index.html](http://www.ed.gov/policy/gen/guid/fpco/index.html)

### College Parents of America

[www.collegeparents.org](http://www.collegeparents.org)

### AACRAO

<http://www.aacrao.org/resources/compliance/ferpa>



## PURCHASE COLLEGE

Registrar's Office  
(914) 251-6361

# FERPA and your student



# FERPA Basics

**FERPA** is the Family Educational Rights and Privacy Act (also known as the Buckley Amendment). Passed by Congress in 1974, the Act grants specific rights to the student:

- the right to see the information that the institution is keeping on the student
- the right to seek amendment to those records and in certain cases append a statement to the record
- the right to consent to disclosure of his/her records
- the right to file a complaint with the FERPA Office in Washington
- the right to limit disclosure of some "directory information"

**Purchase College Directory Information is defined as:**

- name
- address
- email address
- class level
- matriculation status
- date of birth
- phone
- dates of attendance
- awards
- photographs
- major fields of study and degrees
- athlete's height and weight
- participation in recognized College activities

## What is a Student?

§99.3 A student is any individual who has been in attendance at the institution and about whom the institution maintains educational records.

§99.5 When a student becomes an eligible student, the rights accorded to, and consent required of, transfer from the parent to the student.

## What is an Educational Record?

§99.3 "Educational Records" are defined as all records that contain information directly related to a student maintained by an educational agency or institution. These records may include (but are not limited to):

- all personal information pertaining to students
- enrollment records
- grades, schedules, class lists, or any lists of students
- computer printouts and hard-copy documents
- information displayed on a computer screen
- notes taken about a student (i.e. during an advisement session or office visit)

## What is an Education Official?

FERPA defines an education official as:

- a person employed by the institution in an administrative, supervisory, academic or research, or other support staff position
- a person serving on an institutional governing body
- a person employed by, or under contract to, the institution to perform a special task, such as an attorney or auditor

## Exception to Release of Directory Information

The release of directory information can be suppressed by the student. Students may obtain Suppression of Directory Information Forms from the Registrar's Office to restrict their directory information.

## What does FERPA mean for parents?

Students are responsible for their education. While parents should be involved in their students emergence as adults, college is a transitional time. While we encourage students to discuss their academic performance with their parents, Purchase College is prohibited by federal and state laws from doing so unless explicit consent is granted by the student to do so. Talk to your student about academic expectations and plan out the sharing of college progress and achievements.