

Yale University

Student Financial and Administrative Services

RELEASE OF STUDENT INFORMATION POLICY

[Users of Yale's Banner Student Information System should keep this section for reference.]

In compliance with Section 438 of the "General Education Provisions Act" (as amended) entitled "Family Educational Rights and Privacy Act," the following is an **excerpt** from Yale University's policy, published annually in the *Weekly Bulletin and Calendar*, which instructs students in the procedures available to provide appropriate access to personal records, while protecting their confidentiality.

VII. Disclosure of Personally Identifiable Information from Education Records.

A. The University will refuse to disclose to any third party whatsoever personally identifiable information from the education record of a student without the student's prior written consent. The only exceptions to this firm and long-standing policy are described as follows:

(1) As a public service, the University may disclose directory information of the following kinds concerning present and former students:

- (a) the name of a student who is or has been in attendance;
- (b) dates of attendance;
- (c) school or residential college affiliation;
- (d) local and other addresses and local telephone number;
- (e) electronic mail address;
- (f) the date and place of birth;
- (g) the major field of study;
- (h) participation in University-sponsored extracurricular activities and sports;
- (i) the height and weight of members of athletic teams;
- (j) degrees and awards received;
- (k) previous educational institution(s) attended;
- (l) name and address of parent or guardian;
- (m) picture and video;
- (n) University person identifier (UPI).

A student may refuse to permit the designation as directory information of any or all of the personally identifiable information listed above. Such a request must be made in writing to the Registrar of the School in which the student is enrolled by October 1 in a given academic year or the deadline specified by the Registrar, whichever is earlier. In the absence of receipt by the relevant registrar of a written request, it will be assumed that the above information may be disclosed for the current academic year. A new request for non-designation must be completed each academic year.

(2) The university may disclose personally identifiable information without the prior written consent of the student to other University and school officials, including faculty members, who, in the opinion of the University, are determined to have legitimate educational interests....

Please consult the complete statement of Yale University Policy for the definitions of the terms used in this statement and for the other specific reasons the University may release personally identifiable information without the student's prior written consent.

The full policy is available at http://www.yale.edu/opa/ybc_info05/story112.html

Note to Banner Forms Users: For students who have requested no disclosure of directory information, the word **CONFIDENTIAL** appears in the upper left corner of Banner forms.