Student Privacy Rights Notification

Carleton may not disclose information from a student’s education record without the written consent of the student, except to other school officials with a legitimate educational interest and “to parents of an eligible student who claim the student as a dependent for tax purposes.” Only “directory information” that is already public may be freely disclosed. “Directory information” includes information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.

It includes:

- student’s name
- permanent and local college addresses
- all telephone numbers of record
- date and place of birth
- major field of study and area of concentration
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- degrees and awards received
- most recent previous school attended
- photograph
- class year
- e-mail address

In accordance with the Family Educational Rights and Privacy Act (FERPA), students have a right to request that “directory information” be kept confidential. Please keep in mind that if you choose to suppress your information, you will not show up on Carleton’s on-line directory and faculty, staff and students will not have access to your campus phone number, room number, email address, etc.

Students wishing to obtain a more detailed and comprehensive statement of their rights and responsibilities regarding education records may refer to http://go.carleton.edu/ferpa. Questions should be referred to the Dean of Students Office at 507-646-4075.

I would like my “directory information” to be kept confidential

Name: _______________________________ Date: ____________________

(Please print)

Signature: __________________________

Send bottom portion of form to: Dean of Students Office
Carleton College
One North College St.
Northfield, MN 55057
(507) 646-4075