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
- photograph
- class year
- email address
- major field of study and area of concentration
- permanent and local college addresses
- all telephone numbers of record
- date and place of birth
- 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

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 suppression may have undesirable consequences. Individuals at the College might be unable to contact you, or you may not receive notice of some services. You will not appear on Carleton’s on-line directory; consequently, 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.

Return bottom portion of form ONLY if you opt to keep your “directory information” confidential.

☐ 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

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