



American
Institute of
Medical
Sciences &
Education

Excellence & Success

AIMS EDUCATION

4500 New Brunswick Ave, Piscataway, NJ 08854

Phone: (908) 222-0002 Fax: (908) 450-6111

WWW.AIMSEDCATION.EDU

Consent Form to Release Student Information

To:

Registrar,
AIMS Education
4500 New Brunswick Ave, 3rd Floor
Piscataway, NJ 08854

From:

Student's First Name Middle Last Name

Address: _____

Phone / Email: _____

The Family Educational Rights and Privacy Act (FERPA), establishes certain rights for students regarding the privacy of their educational records. AIMS Education will not disclose a student's educational records unless a request to access information fits one of the exceptions provided by the regulations. Access to or release of educational records to Parents / guardians / spouses and others who have an interest in the student's records, is allowed only by written consent from the student. A student who wishes to allow access to or release of his/her educational records must provide consent below.

Please visit www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html for more information.

| Types of Records | Purpose of Release | |
|-----------------------------|--|-----------------------|
| ____ Academic Records | ____ Family Communication about School | Name: _____ |
| ____ Financial Records | ____ Employment | Relationship: _____ |
| ____ Recommendation Letters | ____ Admission to an Educational institution | Address: _____ |
| ____ All Records | ____ Others, Specify _____ | _____ Phone: _____ |
| | _____ | Name: _____ |
| | _____ | Relationship: _____ |
| | _____ | Address: _____ |
| | _____ | _____ Phone: _____ |

I understand that information may be released orally and/or in the form of copies of written records. I further understand I may revoke this authorization at any time by written notice to the Registrar's Office, and until such revocation is made, this authorization shall remain in effect and my educational records will continue to be provided to the above mentioned person(s).

I authorize AIMS Education to release / disclose the educational records listed above.

I do not authorize AIMS Education to release / disclose any educational records.

Student's Signature: _____

Date: _____

Students cannot be denied any educational services from AIMS if they refuse to provide consent.



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FERPA Q&A

When do the FERPA rights of a student begin?

The first day of class for the student's attendance at AIMS.

What is an education record?

Any record that is maintained by the institution and is personally identifiable to the student. Exceptions to this are medical records, law enforcement records, employment records

Who is an official?

An official is any person employed by AIMS in an administrative, supervisory, or in academics to perform a specific task.

What data is defined as directory information?

Student's name, major field of study, dates of attendance, degrees and awards received, and enrollment status (full-time or part-time).

Can you share a student's information with their parent?

No. Once a student reaches the age of 18 or attends an institution of postsecondary education, the parents have no rights under FERPA. Only the student can give permission for their parents to have access to their records.

What should you do if your school receives a subpoena for an academic record?

Forward it to the Office of the Registrar as soon as possible.

Do faculty members have a right to inspect education records of any student without giving a reason?

No. Faculty members are considered "school officials", but the faculty member must demonstrate "a legitimate educational interest" in their request to access student records, e.g. advising students, self-study, projects etc.

You receive a telephone call from a parent claiming there is a family emergency and they need to contact their child immediately. Can you tell the parents the day, time and location of their child's class?

Generally, the answer is "no." At AIMS, a student's class schedule is not listed as directory information; therefore this information may not be released. The answer may be "yes" depending on the circumstances of the emergency. FERPA states that if the release of non-directory information is "necessary to protect the health or safety of the student or other individuals," then this information may be released.