

Transmittal Letter for Disclosure to Third Party

Dear _____:

Enclosed is a copy of certain education records of [Student's Name] _____

released to you for the purpose(s) of _____.

Please be advised that the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. § 1232g) requires that the information so disclosed to you may not be released by you to any other party without the further written consent of the student and may be used by you only for the purposes for which this disclosure was made. If you intend to redisclose this information to any party, please advise the undersigned of your intentions so that we may maintain a record of such redisclosure, as required by law.

Failure to heed this obligation may mean that Goucher College would be prohibited from releasing any student record information to you for a period of five years. See 34 C.F.R. § 99.33.

Thank you for taking note of this statutory right to privacy.

Sincerely,

Registrar

Form Transmittal Letter (attach copy to copies of released documents and place in student's file). Note: it is recommended that this letter be used for disclosures to third parties, made with our without the consent of the student, except:

1. Disclosures to parents of dependent students, to parents of students who are not eligible students (under the age of 18) or to the student;
2. Disclosures made pursuant to court orders, lawfully issued subpoenas or certain other litigation;
3. Disclosures of directory information;
4. Disclosures made in connection with certain disciplinary proceedings;
5. Disclosures to parents of students under the age of 21 concerning disciplinary violations relating to alcohol or substance abuse.

Office of the Registrar
Goucher College
1021 Dulany Valley Road
Baltimore, Maryland 21204

p. 410-337-6090
f. 410-337-3111
registrar@goucher.edu
www.goucher.edu/registrar