



BLACK HILLS STATE UNIVERSITY

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Spearfish, SD 57799-9670
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Privacy of Student Records

In this day and age, privacy of personal information is paramount on the minds of many private citizens. Black Hills State University takes the protection of the student and their records VERY seriously. The Family Educational Rights and Privacy Act (FERPA) of 1974 limits the types of information that Black Hills State University may make public without your consent. The regulations implementing that legislation permit the disclosure of directory information, provided that students have an opportunity to request that such information remain confidential.

Black Hills State University regards the following information relating to students as public information: name, home and local address, e-mail address, telephone number, date and place of birth, major field of study, class level, participation in officially recognized sports/activities, physical factors of athletes, dates of enrollment, degrees and awards received, and the most recent educational institution attended by the student. This information may be released upon request unless the student has followed the procedure to withhold disclosure of such information.

To request that directory information remain confidential, you must fill out a form at the Registrar's Office within the first two weeks of the semester.

Parental Access to Academic or Financial Records

Parents or legal guardians may have access to the academic or financial record of their son/daughter if the son/daughter at Black Hills State University has provided written consent. The ideal scenario is for students to share this information directly with parents, but sometimes there are situations that make this inconvenient. If you would like to give your parents the right to access your information when needed, fill out the back of this form and return it to the above address.

Note: Grades are not released via telephone, nor are they mailed unless an official transcript has been requested. Unofficial transcripts can be released to students or parents who have been listed on the FERPA form by coming to the Registrar's Office with a photo ID.

Student Consent to Release Financial and Educational Records

Pursuant to the Family Educational Rights and Privacy Act of 1974,

I, _____, hereby consent to the release by Black Hills State University of information concerning my educational records and my financial obligations with the South Dakota Board of Regents System.

Parties to whom such records may be released (be specific, if both parents should have access, you must list the name of each parent. Place a check mark indicating which records can be released):

Name	Relationship	Records to be Released	
		Financial	Educational
		[]	[]
		[]	[]

I understand that such records may not be released except on the condition that the party to whom the information is being released will not permit any other party to have access to such information without my written consent. I also understand that, at my request, I shall be provided with a copy of the educational/financial records released pursuant to this consent.

This authorization will stand current until such time that I rescind it in writing. I understand that I am giving permission to release information only during the semesters I am enrolled at Black Hills State University.

I declare and affirm under the penalties of perjury that this claim has been examined by me and, to the best of my knowledge and belief, is in all things true and correct.

Printed Name of Student	Date
Signature of Student	ID Number

For office use only:
Reviewed by _____