

How do I complete a Consent for Disclosure form ?

Step One: Log into your Navigate account

Step Two: Click on Resources

Step Three: Select the **Forms** folder and click on, **Complete FERPA form**

Step Four: Click on the link displayed to open a new window

Step Five: Log into YTC eForms using your Navigate User Id and Password

Step Six: Under the Document Library, click on the **FERPA-Consent for Disclosure form** and complete the fields contained within the form

Step Seven: Once fields are completed, click send!



The Family Educational Rights and Privacy Act (FERPA) is a federal regulation that protects your student record. As a student, you have several rights provided by the regulation: 1) The right to inspect and review your record; 2) The right to request the amendment of your education record if you believe something contained within the record is incorrect; and, 3) the right to consent disclosure of personally identifiable information contained within the record, except to the extent that FERPA authorizes disclosures without consent.

What information may be released without my consent?

In compliance with FERPA, York Technical College verifies directory information as requested by third parties. Directory information consists of the following information: student name, address, e-mail address, telephone number, dates of attendance, full-time/part-time status, program of study, anticipated graduation date, awards, honors and degree diploma, or certificate conferred.

Students who wish to place a non-disclosure on their record must complete the appropriate documentation through WebAdvisor or in the Academic Records Office. It's advisable to discuss the repercussions of completing this form with the Registrar prior to completing this form.

The following parties may have access to student information without prior consent:

- The student and any outside party who has the student's written consent.
- School officials (as defined by York Technical College) who have a legitimate educational interest.
- Parents of a dependent student as defined by the Internal Revenue Code.
- A person in response to a lawfully issued subpoena or court order, as long as the college makes a reasonable attempt to notify the student first.

Why do I need to complete the Consent for Disclosure form?

If you would like for York Technical College to be able to discuss your personal information with a parent, grandparent, or other designee, you must provide written consent by completing the Consent for Disclosure form. However, not completing this form does not limit our ability to discuss non-directory information with a parent if you are a dependent student as defined by the Internal Revenue Code.