



Cambridge College - Admissions

Cambridge - 1000 Massachusetts Avenue - Cambridge, MA 02138 (800)877-4723
Springfield - 570 Cottage Street - Springfield, MA 01104 (800)829-4723
[Contact Us](#)

Office of the Registrar Family Educational Rights and Privacy Act (FERPA) Student Privacy Act Information Access and Release Form

Please PRINT SCREEN and Complete Fully

Please forward application materials to:

**Cambridge College
Data and Information Processing Center
1000 Massachusetts Avenue
Cambridge, MA USA 02138
FAX: 617-868-1124**

The College is required by law to protect the privacy of student records. Anyone who has access to student records has the responsibility to know and understand the Family Educational Rights and Privacy Act (FERPA) also known as the "Buckley Amendment".

We are allowed to give "**directory information**" to third party requesters UNLESS THE STUDENT HAS REQUESTED OTHERWISE. Directory information consists of:

- Student Name
- Academic Program
- Semesters of Attendance
- Current Enrollment Status
- Degrees or Certificates Awarded

No other information may be given out unless requested by subpoena or requested by the student in-person with a picture ID. All subpoenas for student records are handled by the Registrar.

Students must request in writing to the Office of the Registrar each year by October 1st that no directory information be given out and it will be valid for the current academic year. A copy of the guidelines is published in the student handbook.

UNDER NO CIRCUMSTANCES SHOULD ANY OTHER INFORMATION BE GIVEN OUT INCLUDING GRADES, STUDENT PHONE NUMBERS, ADDRESSES, OR CLASS SCHEDULES.

If you should ever have any questions or are pressured to give out student information, please refer the person to the [Registrar](#) at **1-800-877-4723 ext.101**

I understand the information outlined above and will comply and uphold the policies and procedures regulating a student's right to privacy as stipulated by the FERPA.

