

This form authorizes SUNY Cortland to release information to named third parties but does not obligate the University to do so. SUNY Cortland reserves the right to require that requests be made in writing in the interest of protecting student safety and the integrity of records. SUNY Cortland also reserves the right to evaluate requests on an individual basis. Students may choose which information they wish to share or restrict.

Student Information: **please print legibly

Student Name: _____	Cortland ID Number: _____
Date of Birth: _____	Last 4 of SSN (only if Cortland ID is not provided): _____
Email Address: _____	Cell Phone Number: _____

Information release:

- | | |
|--|---|
| ☐ Enrollment Verification Term: _____
☐ Letter of Non-Attendance
☐ Letter of Excess Credits
☐ Certificate of Professional Education (paper requests only) | ☐ Letter of Degree Completion/Expected Degree Completion
☐ Academic Transcripts (paper requests only)
☐ Other: _____ |
|--|---|

Purpose of request:

- | | |
|--|---|
| ☐ Employment
☐ Insurance (medical, vehicle)
☐ Admission Requirement | ☐ Scholarship/Financial Aid
☐ Other: _____ |
|--|---|

Recipient and Delivery

Provide the name, address, email address, or fax number of the person who you would like to receive this information.

Method of Delivery: ☐ Pickup ☐ Fax ☐ Mail ☐ E-Mail (not available for transcripts)

Name/Company: _____

Email Address (optional): _____ Fax (Optional): _____

Address Information: _____

City, State, Zip Code: _____

By signing below, you (the student) authorize the release of the record(s) indicated above to the third party indicated.

Student Signature: _____ Date: _____

Forms will not be processed without the student signature.

Please allow at least 2-3 business days for processing.

If you are submitting this form in person with government issued I.D., please stop here.



If you are submitting this form electronically or by mail, the following must be completed but a Notary Public:

NOTARY PUBLIC – The signature of the student named above must be notarized, ONLY if not presented in person with ID.

STATE OF NEW YORK, COUNTY OF _____ On the ____ day of _____ in the year _____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument. _____ Notary Public

In accord with the Federal Family Educational Rights and Privacy Act (FERPA), students at SUNY Cortland have certain rights regarding the privacy and security of their academic records. SUNY Cortland cannot disclose information contained in student records without explicit consent from the student or pursuant to a FERPA exception. Students may elect to grant third parties access to certain information. Third parties may include parents, lenders, legal associates, and employers. Students at Cortland are 'eligible students' as per FERPA and are the sole bearer of the record.

FERPA requires that a consent for disclosure of education records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. 34 CFR § 99.30. As such, oral consent for disclosure of information from education records would not meet FERPA's consent requirements.

Enrollment Verification

SUNY Cortland authorizes the National Student Clearinghouse (NSC) to provide degree and enrollment verification information for all students. Official enrollment verifications for a semester through the NSC "student self-service access" are generally available beginning the second week of classes in a semester. Please note that we cannot produce an enrollment verification for terms for which the student is not enrolled.

For student access to the Clearinghouse, please follow these steps:

- Login to [myRedDragon](#).
- Select the Student tab.
- Under the Registrar Student Channel select: Enrollment Verification.
- Select one of two options, (a) for a current enrollment term, or (b) for all enrollment terms.
- Select Obtain an Enrollment Certificate.
- Print verification and send them to the respective agency seeking proof of enrollment.
- Select the "view" option on the student self-service site to review other enrollment information with the NSC.

Coursework or experiences that will be completed after the formal and official close of the registered term, incomplete courses, late grades and delayed graduation are likely to impact loan deferral dates and grace periods. Data and enrollment reported to the Clearinghouse is based on current, official enrollment.

Letter of non-attendance

A letter of non-attendance can be requested for students who were admitted to SUNY Cortland but has never taken courses. To be eligible for a letter of non-attendance, the student must not have earned a grade, which includes a W (withdrawn).

Letter of excess credits

Excess credits in New York City (NYC) public schools are credits taken above and beyond a teacher's degree requirements. Teachers can earn salary differentials for credits earned beyond a bachelor's degree.

Certificate of professional education (paper requests only)

Used when a student would like to authorize SUNY Cortland to release information to NYSED and the Department of Professional Licensing Services. SUNY Cortland can validate education for all types of licensure but will only validate completion of registered licensure programs where SUNY Cortland is listed on the Inventory of Registered Programs.

Letter of Degree Completion/Expected Degree Completion

A letter of expected degree completion is an official document that recognizes a student's candidacy for graduation. It's not a confirmation of the student's degree. Students must have completed a degree conferral application prior to submitting the request.

A letter of degree completion is an official document confirming that a student has completed all degree requirements.

Academic Transcripts (paper requests only)

An official SUNY Cortland transcript is the official documented and verified record of your academic history. This includes all courses, grades, and degrees awarded from SUNY Cortland. A request for an official transcript must be made in writing and cannot be processed without your signature.

Transcripts are sent via U.S. Mail. There is no payment required for transcripts as transcript costs and mailing are paid by the transcript fee portion of the college tuition bill.

You may also order transcripts online. Please go to <http://cortland.edu/registrar> and click "Transcripts Requests" to order online. If you would like your transcript mailed once current term grades or degree conferral has taken place this is available using the online ordering process only.