To: Transfer Students

From: Patricia McGregor, Registrar

Subject: Confidentiality of Student Records

I am writing to you to explain Trinity’s policy on the release of confidential student information.

The Family Educational Rights and Privacy Act of 1974 (also known as the “Buckley Amendment”) protects a student’s rights to privacy by limiting the release of student records to other parties without the student’s consent. Grades and other personally identifiable information are considered to be part of your record. We therefore release grades to you, the student, via the online student information system, TCOonline.

Additionally, under this Federal law, the parent or legal guardian of a dependent student, as defined for income tax purposes, has a right to information about his or her child without the College’s having to seek the student’s consent. Therefore, the College will send a copy of dependent students’ grades to parents each semester, unless a student requests in writing that this information not be sent. Regardless of whether a student requests that grades not be sent to his or her parents, upon receipt of a written request from the parent or legal guardian of a dependent student, together with documentation that the student is a dependent for Federal income tax purposes, the College will honor this right to the extent it is required by law.

Note that this law applies only to U.S. citizens. If you are not a U.S. citizen and you would like us to send a copy of your grades to your parents, a form is available in the Registrar’s Office.

If you have any questions about the Buckley Amendment, you may want to read the section in the Student Handbook entitled “Notice of Policies Regarding Student Access to Education Records at Trinity College (FERPA).

We look forward to meeting you soon!