**THE STATE UNIVERSITY OF NEW YORK**

**FERPA INFORMATION RELEASE FORM**

**PERMISSION FOR ACCESS TO EDUCATIONAL RECORDS**

**Strategic Workforce Development Program Participants**

Students who wish to grant third parties access to educational records maintained by the student’s college should use this form, which requires a date and signature. Electronic signatures are acceptable only if the College is able to identify and authenticate the student as the source of the release.

The Family Educational Rights and Privacy Act (FERPA) prohibits access to, or release of, educational records or personally identifiable information contained in such records without the written consent of the student. This prohibition is subject to certain exceptions. For more information about FERPA, see <https://www.suny.edu/sunypp/documents.cfm?doc_id=540>.

Signing this form and consenting to the data sharing as outlined below is fully optional and is not a condition of participation in this program or receipt of funding. However, consenting to this data sharing will allow for integration of these data points in the New York State Department of Labor’s (NYSDOL) One Stop Operating System (“OSOS”) and may allow for you to receive more seamless and/or personalized workforce benefits in the future through a variety of services offered by NYSDOL.

The One-Stop Operating System (OSOS) is the New York State Department of Labor’s (NYSDOL) case management system. OSOS is a comprehensive system that contains customer information related to employment and training. It is used by NYSDOL and partner staff throughout the New York State Workforce Development System to house work history, information on desired occupation, skills, educational information, barriers to employment, and employment and training outcomes. As staff work with customers, the system is updated to accurately reflect the customer’s situation and employment preferences ensuring quality services are provided to customers regardless of who is serving them. OSOS is also used to match customers to jobs. The system is only used by staff and is not available for customer use. Anyone accessing OSOS must sign confidentiality agreements and participate in an annual confidentiality training to ensure customer data remains secure. If you consent to this data sharing, your data will remain in the OSOS system, pursuant to the policies and procedures governing such system, after your participation in this program is complete.

**Student Name (Please Print):**

**Student ID Number:**

I, the undersigned, hereby authorize SUNY as well as Tompkins Cortland Community College, to release the educational records and information related to my participation in the educational program which I will receive benefits from. Such educational records shall include but not be limited to: personally identifiable information from my education records, including but not limited to my name, address, course and other training information, details regarding participation in the Program(s), information regarding salary/wages that I received from my Employer while a participant in the Program(s) or following completion, and personal identifiers including but not limited to: my date of birth; self-identified sex, race/ethnicity, disability, veteran and ex-offender status(s); prior work/educational experience; and, social security number.

**These records should be released to the following person/agency:**

New York State Department of Labor and Empire State Development, who will provide analysis of the educational outcomes of the program and inform future funding decisions for the program.

**These records are being released for the following purpose:**

The purpose of this disclosure is to assist SUNY and partners in obtaining and reporting information concerning the placement, retention, and experience of students in Strategic Workforce Development Programs.

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Student Signature Date