Office of the Registrar

FERPA Request

Student Instructions

This form allows students to grant third parties, including parents, access to their educational records Maintained by the student's college. The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student, with certain regulatory exceptions.
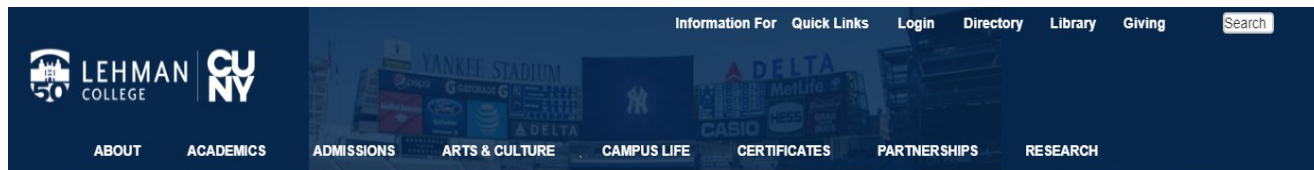
A description of a student's rights under FERPA is set forth in more detail in the college catalog.

Office of the Registrar |250 Bedford Park Boulevard West | Shuster Hall Room 102 | Bronx, NY 10468
Email: registrar.office@lehman.cuny.edu

AC/DC/JM 2023

1

HOW TO INITIATE AN FERPA REQUEST

1. From the Lehman College home page, click "LOGIN" and select "LEHMAN 360"


2. Enter your Lehman Account credentials:

A) FirstName.LastName*

B) Password

- **New Freshmen / Transfer students who have not registered (claimed) their Lehman Accounts:** Follow instructions on page 5 and return to Step 2

- **Continuing Students:** Login using your Lehman Account credentials.

*Note: In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.
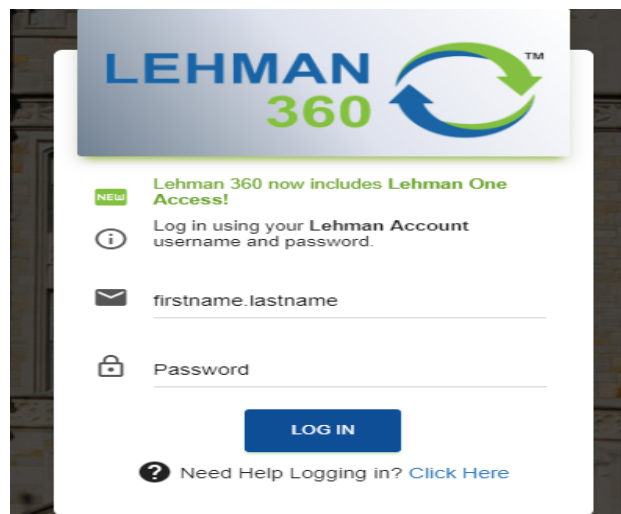
3. From the 360 Dashboard, click on "FERPA Request" and select "FERPA Release Form".
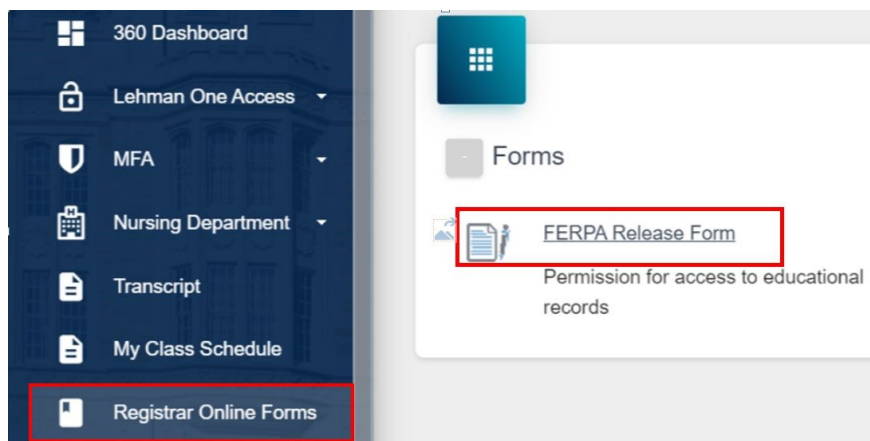
4. The digital request appears with your name and CUNYfirst ID (emplid) pre-populated. You are prompted to enter the following data (all fields are required):

- Type of educational records (Financial Aid, Registrar, Bursar or Other)

- Person/agency your records are allowed to be released to

- The purpose of your records being released and

- The length of time the release is in effect

5. After populating the required fields, click "Next" to proceed to the electronic signature. To sign the form, type your first and last name in the fields provided and click "Sign Electronically" to finalize your request.

Electronic Signature

Please read the Disclosure / Consent before you sign your form electronically.

Typing your name exactly as it appears below signifies you are completing this form using an electronic signature. By signing electronically, you are certifying that you have read and understand the Disclosure/Consent and agree to electronically sign. You also agree to receive required disclosures or other communications related to this transaction electronically.

To continue with the electronic signature process, please enter your name and click the "Sign Electronically" button to save your information and submit your electronic signature.

Previous   Sign Electronically

Congratulations! You have successfully submitted your FERPA request.

For what happens after submission, go to page 4.

New Freshmen / Transfer students who have not registered (claimed) their

Lehman Accounts:

From Lehman 360 login, select the *"Click Here"* link below LOG IN to access the Lehman College Password Manager.

1. Select *"Register Your Lehman Account"*

2. Enter your:

     Lehman Account Username: "FirstName.LastName*"

     *Note: In some cases, your Lehman Account username will be followed by a digit in the format of firstname.lastname#, where # is your assigned digit.

     Lehman Account Default Password:

     *   The initial of your first and last name in upper case letters (i.e. Jane Doe = JD)

     *   Followed by the year and month of your birth in the format "YYYYMM"

     *   Followed by the 4th and 5th digits of you CUNYfirst EMPLID (i.e. 123**45**678)

3. Register your security questions and click *"SUBMIT"*

4. Return to Lehman 360 login to enter your newly registered (claimed) Lehman Account credentials.

Frequently Asked Questions

What Happens Next?

*   Your request will be forwarded to the Office of the Registrar.

*   Your FERPA request is updated on your college records with a service inidcator .

*   A confirmation email will be sent to you notifying you of completion.

If my request is still pending, what can I do?

*   Contact the Office of the Registrar- Records and Transcript unit providing your name and CUNYfirst ID, requesting an status update by:

*   Live Chat at our [Home Website](#) during office hours

*   Email: Records.Transcripts@Lehman.cuny.edu

*   ***Do not submit a duplicate request! It will delay the review process and increase processing times.***