



Consent to View/Discuss Educational Records

The Family Educational Rights and Privacy Act of 1974 (FERPA), also known as the Buckley Amendment, prohibits the College from providing certain information from a student's educational records, such as grades, GPA, class schedule, financial aid, etc. This restriction applies, but is not limited, to parents, other family members, and sponsors.

The completion of this release is only authorization to view/discuss a student's academic information and is valid for one academic year, unless specifically revoked by the student in writing.

STUDENT: If you are not signing this form in the presence of a College employee, your picture ID with signature is required and form must be turned in to Student Records by you.

ALL INFORMATION MUST BE COMPLETED. FORM WILL NOT BE ACCEPTED IF IT IS INCOMPLETE!

Campus Wide ID Number: _____

Name (Last, First, MI) (Print): _____

Mailing Address: _____

I hereby authorize the following information to be viewed/discussed by the third party designee(s) designated below: (Check all that apply.)

- Accounting: Includes all student account charges, student invoices, payment plans, collection information, financial holds, student tax information, and mailing/billing address.
- Admissions: Includes dates of application, programs selected, documents received, documents pending, dates of admission, placement, admission status, and conditions of admission.
- Registration: Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semester attended, and mailing address information.
- Academic Records: Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, and degree(s) awarded. (For Faculty) All Classes (If not, list class): _____.
- Financial Aid: Includes all general financial aid information, related to Financial Aid, PELL, SEOG, Lottery, scholarships, fee waivers, and the account of the student.
- Discipline Records: Includes all documents related to disciplinary actions including but not limited to incident reports, discipline reports, and written communications.

Third party designee 1: _____ Relationship: _____

Third party designee 2: _____ Relationship: _____

I understand that this release will be effective **one year** from the date received in the Registrar's Office unless specifically revoked by the student in writing.

Signature of the Student

Date

FOR OFFICIAL USE ONLY - (Form must be turned in to the Student Records Office – Building M100 Room 24A)

- Student identity verified via photo ID
- ARGOS report updated by Student Records

Identity Verified by: _____
Faculty/Staff Member

Date Received in Student Records: _____ Processed by: _____
Student Records Staff