

## FERPA Waiver

### Permission 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.

By completing this waiver, you authorize the viewing and discussion of a student's educational records. This authorization is valid for one calendar year from the date it is received by Student Records, unless the student revokes it in writing. Submitting a new form will replace any previously submitted authorization.

**STUDENT:** If you are not signing this form in the presence of a college employee, your picture ID with signature is required. The form must be turned in to Student Records in Building M200 Room 2210. You may also email the form and ID to records@cotech.edu.

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

**Student ID Number:** \_\_\_\_\_

**Name (Last, First, MI) (Print):** \_\_\_\_\_

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 course taken, grades received, GPA, academic progress, honors, transfer credit awarded.
- 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 (Print):** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Third party designee 2 (Print):** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

\_\_\_\_\_  
**Student Signature (Physical Signature Required)**

\_\_\_\_\_  
**Date**

**FOR OFFICIAL USE ONLY:**

**Student ID Verified via photo ID by:** \_\_\_\_\_  
Faculty/Staff Member Signature

\_\_\_\_\_  
**Date**

**Student Records Staff:** \_\_\_\_\_  
Student Records Signature

\_\_\_\_\_  
**Date**