



Family Educational Rights and Privacy Act Release Form

Name _____ ID # _____ (or Date of Birth)

The Family Educational Rights and Privacy Act of 1974, as amended, sets forth requirements regarding the privacy of student records. FERPA governs the release of these educational records maintained by an educational institution and the access to these records. Fort Scott Community College is prohibited from providing specific information from student records to a third party entity without the written consent and permission of the student. FERPA gives parents certain rights with respect to their children's educational information, but these rights automatically transfer to the student upon the students 18th birthday or when the student reaches a school level beyond high school. For more information on FERPA regulations you may visit the Department of Education website at http://www2.ed.gov/policy/gen/guid/fpco/ferpa/students.html.

Directory Information: Information that has been designated as Directory Information by the College may be released to outside entities upon request. Fort Scott Community College designates the following as Directory Information: Student Name, Hometown, Year of Birth, Full or part-time Status, Classification, Dates of attendance, Major field of study, Awards received, Photograph, Degree/ Certificate Granted and date granted, Sports weight/height of athletic team members, and/or participation in officially recognized activities/sports.

Non-Directory Information: Information not included in the prior listing is considered by the College to be Non-Directory Information. Students must consent to the disclosure of Non-Directory information contained in the educational records, except to the extent that FERPA authorizes disclosure without consent. That may include but not be limited to compliance with a legal request or in response to a health and safety concern. Such information may include grades, billing, tuition and fees assessment, financial aid (including scholarships, grants, work-study, and loan amounts), or other student record information. These restrictions will apply to but are not limited to parents, guardian, spouse, or sponsors.

Please consider very carefully the consequences of any decision made by you to release or withhold academic record information to persons or organizations other than those authorized under FERPA. Regardless of the effects upon you, FSCC assumes no liability for honoring your request. This form is valid until such time as you submit a request for change in writing.

To request release of non-directory information, please complete one section for each individual you are authorizing permission to obtain your educational information.

Table with 3 columns: Recipient's Name, Relationship to Student, Phone Number. Includes subtext for Recipient's Name: (may be an individual, agency, or organization)

I understand that:

- checkbox this authorization to release information will remain in effect until I revoke it in writing
checkbox this consent does not permit the recipient to authorize release of my information to a third party
checkbox this is a standing consent and will not result in a release of information unless requested by the recipient listed above
checkbox this is not a transcript request (To order a transcript the student will need to complete a transcript request online)

By signing this release you are agreeing that information can and will be shared with the individuals listed on this form. You are also acknowledging that you have read and understand the information listed above pertaining to your educational records.

Student's Signature _____ Date _____ Student's Phone Number _____

The parties agree that this agreement may be signed electronically. The parties agree that the electronic signature appearing on this agreement is the same as a handwritten signature for the purposes of validity, enforceability, and admissibility.



To request complete Non-Disclosure of ALL information, please see the Registrar.