

STUDENT CONSENT TO RELEASE EDUCATION RECORDS



PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides for a category of student information termed "directory information" which is available to all persons upon request unless the student places a "confidential hold" on his/her records.

DIRECTORY INFORMATION

- Student's name
- Major field of study
- Dates of attendance
- Dates of degrees or awards received

Education records other than directory information may be released only with the written permission of the student or as otherwise permitted by law.

I, _____, freely and voluntarily consent to the release of information from my education record to the following:
NAME OF STUDENT (Please print clearly)

NAME OF PARTY TO WHOM DISCLOSURES MAY BE MADE

NAME		RELATION TO STUDENT
ADDRESS OF PARTY		
CITY	STATE	ZIP
PHONE	EMAIL ADDRESS	

Education Record(s) Which May Be Disclosed:

- If no date is indicated, the consent will expire when the student ceases to be a student at FKCC.
- One time use for: _____
- Effective for current Academic Year only.

STUDENT INFORMATION

FIRST NAME	M.I.	LAST NAME	
FKCC ID/SOCIAL SECURITY NUMBER	EMAIL ADDRESS	PHONE	
ADDRESS	CITY	STATE	ZIP

I have completed all sections accurately and truthfully, including information verifying my identity.

SIGNATURE

DATE

Completed form must be returned to Enrollment Services. Please allow 30 days for processing the request.

FKCC STAFF USE ONLY			
Date Received:	Banner Entry:	Date Entered:	Initials: