FERPA Release Form

When do I need a FERPA Release?
- When a student’s parent wants to discuss that student’s progress with the instructor and/or be part of a discussion regarding the student’s grade, performance, etc., the instructor needs a FERPA release from the student. This provides permission for the parent to speak with the instructor about the student.

Is there a FERPA form that students need to fill out?
- Yes. This form is copied below for your reference.

Do students need a FERPA release for each division in which they need permission to have a parent speak with an instructor?
- Yes, FERPA states a release needs to be on file with each vested area. (Meaning: “No blanket” releases. Just because the student signs a release in English Division, does not mean a Kent Campus MATH instructor has permission to review or discuss the student’s record with third parties.)

Where is the signed releases physically maintained?
- In the English Division, the completed form is kept on file with the Division Chair.
Release of Student Information

Note: To maintain security of student academic records, this release form is only valid for use in the division designated below or with the faculty/staff member identified below.

Family Educational Rights and Privacy Act of 1974 (FERPA)

GRCC student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA). As provided by FERPA, whenever a student is attending an institution of postsecondary education (regardless of age or dependent status) the permission or consent required of and the rights accorded to the parents shall thereafter only be required of and accorded to the student.

Release of Information—Students must sign a release in order to have their educational records released to third parties or to authorize third parties to conduct registration activities/transactions on behalf of the student. Information may be released to a third party without student's consent if 1) information is requested officially by means of a subpoena, court order or legal report or 2) information is designated “directory information”. Additionally, Congress requires student information to be released to military recruiters if officially requested.

Ref: 20 U.S.C. 1232g, TITLE 20 - - Education, Chapter 31, Part 4, Section 1232g, subsection (7), (d)

I, ____________________________________________, Student ID#: __ __ __ - __ __ - __ __ __ __, (Student's full legal name)

give permission to __________________________________________ to discuss or release my educational records to __________________________________________, for the period of:

(Name of third party, such as parent’s name, agency name, etc.)

(Please check one)  ☐ Indefinitely, or until rescinded by me in writing.

☐ Start Date: _____________  End Date: _____________

☐ Other (Be specific): __________________________________________

Note: NO TELEPHONE RELEASE. Third party MUST present photo ID in-person prior to the release of any student information.

I further understand that I may rescind my permission at any time and must do so only in writing.

Student’s Signature: _______________________________  Date: _____________

Office Use Only:

Received By: __________________________  Date Received: _____________

January 14, 2009