



## FERPA Release Form

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### *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  
(Name of person or division releasing information)

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: \_\_\_\_\_