



Photo ID viewed _____ Employee _____ Semester Received _____

FERPA - Authorization for Release of Records

If the student is submitting this request in person, a photo ID must be presented. If the student is not in person, this form may be sent through his/her Emily Griffith Technical College (EGTC) student email account, faxed, scanned or mailed with a copy of a valid photo ID.

Student Name (last, first, middle): _____

Student ID: _____ Phone Number: _____ Term: _____

Is this release for the purpose of releasing or sharing Academic Information or Financial Information? _____

Will this information be: provided to/picked up by student, or provided directly from EGTC to third party

If to third party, will it be via: phone fax mail email.

I understand that my student EGTC email is the official means of communication for EGTC. I am responsible for checking my email account for updates.

- This authorization does not give anyone else authority to make changes to the student's educational record
- This authorization will remain continuously in effect for a maximum of one year unless other instructions are specified below, or the authorization is withdrawn in writing from the student.
- This authorization is for Full Access unless Limited Access is selected.

Please complete the appropriate section(s) below:

The type of information that is to be released under this consent is (check one or more boxes below to grant authorization):

- Financial Aid Information (Financial Aid awards, application data, disbursements, eligibility)
- Accounting Information (Includes tuition & fees, financial holds, mailing and billing address, payment plans, collections & debt information)
- Academic Records Information (Includes courses taken, grades, GPA, attendance, academic progress, conduct, transfer credit, certificates awarded)
- Registration (Includes student ID number, current enrollment, dates of enrollment activity, enrollment status, semesters attended and mailing address information)
- All Records
- Other (please specify): _____

Release To:

Recipient Name: _____ Organization/School: _____

Address: _____

Contact Number: _____ Email Address: _____

Relationship: _____

Check to request limited access only: If full access to records is not desired, specify details here (Ex. Single pick-up of transcript, final grades for 1 term only, etc.)

I understand that some of my records may be protected under the Family Educational Rights and Privacy Act of 1974 and cannot be released without my written consent. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I certify that this consent has been given freely and voluntarily. I may revoke this consent at any time by providing written notice of such revocation to the College office or person who maintains the records of the authorization. This authorization is good for one calendar year from the date I sign this release, unless noted differently above, and photocopies of this release form may be accepted, when presented in person with appropriate identification. The person and or agency receiving this information may not disclose the information received as a result of this disclosure unless specifically authorized in the "purpose" section of this release. If you are asking that information from your educational record be shared with a 3rd party, our institution cannot be held liable for the redistribution or disclosure of such information.

Student Signature: _____ Date: _____

Revoke Authorization (To revoke a prior Authorization to Release only)

By signing below, I hereby revoke any prior authorization for EGTC to disclose my education information with the individuals listed above, effective immediately.

Student Signature: _____ Date: _____

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student education records. The Act provides eligible students the right to inspect and review education records, the right to seek to amend those records and to limit disclosure of information from the records. The intent of the legislation is to protect the rights of students and to ensure the privacy and accuracy of education records.

WHO IS PROTECTED UNDER FERPA?

FERPA protects the education records of students who are currently enrolled regardless of their age or status with regard to parental dependency.

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of the Emily Griffith Technical College (EGTC) without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the college access to their educational records.

WHAT INFORMATION DOES EMILY GRIFFITH TECHNICAL COLLEGE CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at EGTC are considered public information. EGTC will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. You can prevent disclosure of this information by filing a written request with the Office of Enrollment Services. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing. Student name, Address, Telephone Number, Major field of study, Participation in officially recognized activities and sports, Dates of attendance, Certificates and awards received, Most recent previous educational institution or agency attended, Current enrollment status. Your name may be released for graduation lists, special awards, honors, and events to the news media. In accordance with the Solomon Amendment, the College must also provide your enrollment and address information to military recruiters. Other information contained in your records is considered private and not open to the public without your written consent.