



ID Verified (check one):

☐ Driver's License ☐ State ID ☐ Passport ☐ EGTC ID ☐ Other:

ID Exp. Date \_\_\_\_\_ Staff Initials: \_\_\_\_\_ Date Received \_\_\_\_\_

## 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 must be sent through their email on record with Emily Griffith Technical College (EGTC), mailed or scanned and emailed with a copy of a valid photo ID. To protect your records and avoid delays, students are strongly encouraged to send forms using the email address on record with EGTC. Forms submitted from other email addresses may require additional verification steps before they can be processed.

**Please note:** Forms submitted by a third party will not be honored unless signed by the student and accompanied by a valid photo ID. Third parties are not authorized to alter or complete this form on behalf of the student.

Student Name (last, first, middle): \_\_\_\_\_

Student ID: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Term: \_\_\_\_\_

Purpose of release: Academic Information or Financial Information (specify). \_\_\_\_\_

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

If records will be sent to a third party, indicate method of delivery:: ☐ phone ☐ fax ☐ mail ☐ email.

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

### Important Information

- This authorization does not give anyone else authority to make changes to the student's educational record
- 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, collection agent or processor)
- ☐ Treasurer Information (tuition & fees, financial holds, mailing & billing address, payment plans, collections & debt information)
- ☐ Academic Records Information (courses, grades, GPA, attendance, academic progress, conduct, transfer credit, certificates awarded)
- ☐ Registration (student ID number, current enrollment, dates of enrollment, enrollment status, and mailing address information)
- ☐ All Student Records
- ☐ Other (please specify): \_\_\_\_\_

### Third Party Designee

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.) \_\_\_\_\_

### Third-Party Authentication

When your third-party contact (named above) contacts EGTC, he/she will be asked to authenticate his/her identity by providing a special identifier code. **You, the student, should create this identifier and provide it to your third party contact listed on this form.** Do not choose an identifier that could easily be guessed. If your third party contact is not able to correctly provide the five digit identifier, or is not listed on this form, EGTC will not release any information from your record. If you forget or misplace your five digit identifier, EGTC can only provide it to you by sending it to your email address on file, upon request.

**Identifier Code (The identifier must include 5 digits):** \_\_\_\_\_

### Authorization

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, Emily Griffith Technical College will only disclose confidential information from the education records of students to parents or other third parties provided the College has written consent from the student on file. Please sign below and return to the Welcome Desk if you consent for the College to release your education records

to the designated third party. Please note that this authorization to release information has no expiration date, unless specifically revoked by the student. Photocopies of this release form may be accepted, when presented in person with appropriate identification. 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.

By signing below, I consent that Emily Griffith Technical College may disclose and discuss confidential information from my education record with the individuals listed above in reference to the purpose of release:

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: \_\_\_\_\_

**Form Instructions:**

- Students will complete the form and submit it to EGTC staff.
- Staff will scan and email the form to the student.records@emilygriffith.edu. (Notes & Attachments).
- Student records will review the form.
- Student Records will upload the FERPA form and add a FERPA hold to the students Jenzabar record.

**Revoked Authorizations** - Write the word REVOKE in permanent black marker on the front of the form.

**The form will be returned to staff for correction under the following conditions:**

- If a photo ID is not marked as viewed, or no ID is attached,
- If submitted by a third party (e.g., parent, counselor, or agency representative), the form must include the student's signature and a copy of the student's valid photo ID. Forms that appear altered, incomplete, or not signed by the student will be returned.

**FERPA BASIC INFORMATION**

**WHAT IS FERPA?**

The Family Educational Rights and Privacy Act of 1974 (see <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>) 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 privacy of all EGTC students, regardless of age. Once enrolled, these rights belong to the student, not the parents.

**WHY SHOULD I SIGN THIS FORM?**

Signing this form allows the person or organization you name to talk with EGTC staff about your records or account without needing your written permission 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 Request to Opt out of Directory Information available at the Welcome Desk by the first day of the semester. The following items may appear in College 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 (defined as only the term(s) that the student attended, not specific days), Certificates and awards received, Most recent previous education institution or agency attended, Current enrollment status, Program college or division of enrollment, Photos and videos taken or maintained by the College, Certificate status (e.g., expected graduation date and/or conferral dates/terms).

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 name, address, phone number, date and place of birth, level of education, most recently attended college, field of study, and degree(s) received to military recruiters. Other information contained in your records is considered private and not open to the public without your written consent.