

First Coast Technical College

Main Campus · 2980 Collins Ave, Bldg. A · St. Augustine FL 32084 · Phone 904.547.3282 · Fax 904.547.3506 · www.fctc.edu
Palatka Campus · 146 Comfort Rd · Palatka FL 32177 · Phone 386.326.9000 · Fax 386.326.9021

Consent to Release Student Information

FERPA: The Family Educational Rights & Privacy Act (FERPA) gives registered students the right to inspect & review their educational records. "Educational records" are files, documents & other material regularly maintained by FCTC. FERPA also rules that the College cannot permit access to, or release of, educational records or personally identifiable information contained therein, without the consent of the student. (There are exceptions, such as directory information or information disclosed for legitimate educational purposes.)

AUTHORIZATION: Students must provide written consent to the FCTC Student Advisor Office to release information to any third parties, *even to a student's parent or guardian*. "Information" includes, but is not limited to:

- Academic records – Grades, class schedule, progress reports, attendance, etc.
- Financial records – Tuition assistance, scholarships, financial aid award, etc.
- Discipline/social records – formal/informal discipline, well being, behavior, interactions, etc.

IDENTIFICATION: You must provide your driver's license, either in person or by a paper copy. If providing a copy, please ensure the signature & name can be easily read.

REVOCACTION: Students may revoke the permissions granted on this form by contacting the Student Advisor.

By signing below, I agree with and authorize First Coast Technical College to release information to the persons and/or agencies listed.

Signature _____

Printed name _____

Date _____

PLEASE SPECIFY WHAT INFORMATION AND/OR RECORDS YOU AUTHORIZE TO BE RELEASED BELOW:

All information & records relevant to my education at FCTC, including Financial Aid.

Other: _____

Other: _____

INFORMATION MAY BE PROVIDED TO:

Name: _____

Name: _____

Address: _____

Address: _____

City ST Zip: _____

City ST Zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____