



Consent to Release Student Information

FERPA The Family Educational Rights & Privacy Act (FERPA) gives registered students the right to inspect and 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 and name can be easily read.

Revocation 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.

| | | |
|-------------------------------------|--|------|
| Printed Name | Signature | Date |
| DOB and Last 4 of Social Security # | <i>FCTC Staff Witness Signature</i> | 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** _____

This information may be provided to:

| | |
|-------------------|-------------------|
| Name _____ | Name _____ |
| Address _____ | Address _____ |
| City ST Zip _____ | City ST Zip _____ |
| Phone _____ | Phone _____ |
| Email _____ | Email _____ |