



# Mesalands Community College

## FERPA Release of Information Form

In 1974 Congress passed the Family Educational Rights and Privacy Act, or "FERPA", also known as the Buckley Amendment. The law gives students certain rights concerning their educational records, including the right to expect that information in their educational records will be kept confidential, disclosed only with their permission or under provisions of the law.

While the law does permit parental access when the student is a dependent of the parent(s) defined in Section 152 of the Internal Revenue Code of 1954, some of our students are dependents under the IRS definition and others are not. For expediency, it is recommended that any student wishing to allow third parties to access any of their information at the College should complete this form and submit it to the Student Affairs Office. College employees will verify that this document is on file before releasing any information. If the consent is not signed, we will not be able to allow third party access to academic, financial or other records except to a parent that provides documentation that a student is a dependent for tax purposes as defined by the IRS.

A student is not obligated to sign the consent. A student may revoke the consent in writing at any time. Please note that the form on file with the most recent date is considered the active form and revokes any permission(s) previously authorized. Upon revocation, a parent would again be required to establish dependent status or obtain permission in order to have access to records.

**FERPA pertains to the release of records only. It does not give others the right to act on your behalf or to change your records.**

\_\_\_\_\_  
Student Name (Printed) \_\_\_\_\_ Date  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

My signature below indicates my consent to disclose any information requested by the following individual(s)\*:

Name	Relationship	Permission(s) (Check applicable boxes)
_____	_____	<input type="checkbox"/> Financial <input type="checkbox"/> Student Data <input type="checkbox"/> Housing
_____	_____	<input type="checkbox"/> Financial <input type="checkbox"/> Student Data <input type="checkbox"/> Housing
_____	_____	<input type="checkbox"/> Financial <input type="checkbox"/> Student Data <input type="checkbox"/> Housing
_____	_____	<input type="checkbox"/> Financial <input type="checkbox"/> Student Data <input type="checkbox"/> Housing

*\*In order to access my information, these individuals will be prepared to provide my Social Security Number and Date of Birth to verify their authorization to access my information.*

This authorization revokes all previous FERPA authorizations Yes No