



## Release of Student Information

**Note:** This release form is valid only in the department for which it is signed. A separate release form is required in other campus departments (i.e. Enrollment Services, Financial Aid, Career and Advising, instructional divisions, etc.).

### Family Educational Rights and Privacy Act of 1974 (FERPA)

GRCC student educational records are maintained according to the *Family Educational Rights and Privacy Act of 1974* (FERPA). As provided by FERPA, whenever a **student is attending an institution of postsecondary education (regardless of age or dependent status)** the permission or consent required of and the rights accorded to the parents **shall thereafter only be required of and accorded to the student.**

**Release of Information** – Students must sign a release in order to have their educational records released to third parties or to authorize third parties to conduct registration activities/transactions on behalf of the student. Information may be released to a third party without student's consent if 1) information is requested officially by means of a subpoena, court order or legal report or 2) information is designated "directory information". Additionally, Congress requires student information to be released to military recruiters if officially requested.

Ref: 20 U.S.C. 1232g, TITLE 20 - Education, Chapter 31, Part 4, Section 1232g, subsection (7), (d)

Student ID#: \_\_\_\_\_

I, \_\_\_\_\_, give permission to  
(Student's full, legal name)

**Open Doors – CCP Division** to release my educational records to  
\_\_\_\_\_ for the period of and as indicated:

- (Please check one)**
- ☐ Indefinitely or until rescinded by me in writing.
- ☐ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_
- ☐ Other. Be specific: \_\_\_\_\_

**I further understand that I may rescind my permission at any time and may do so only in writing.**

**Student's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Office Use Only:

Processed By: \_\_\_\_\_ Date Received: \_\_\_\_\_