

CONSENT TO RELEASE INFORMATION

2019-2020

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. **When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student.**

In compliance with the FERPA as Amended, Southwestern College will not release student grades, schedules or any personal information to parents, spouses, or others unless written permission is given by the student.

I, _____, give Admissions & Records authorization to release:
(STUDENT PRINT YOUR NAME HERE)

Name (please print)	Relationship	Specific information to be released or shared (ex: Transcript, schedule, etc.)

(Authorized individual must provide a valid identification to Admissions & Records Office)

By signing below, I acknowledge that this release does not authorize to advocate or negotiate with college faculty, staff, and administrators on my behalf regarding college grades, records, disciplinary procedures, or actions related to academic standing.

Student Signature: _____ Date: _____
(This release expires or the student may cancel earlier if requested)

REQUEST TO CANCEL

I, _____, do hereby request that my previous Consent to Release information cancelled and the person(s) previously listed no longer have information regarding my records in the Southwestern College Admissions & Records office. This cancellation will be effective as of _____.

Student Signature: _____ Date: _____

ADMISSIONS USE ONLY

ASUM UPDATED: ☐

Processed by: _____

Date: _____