



FERPA CONSENT TO RELEASE STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) grants certain rights to students concerning the privacy of and access to their education records. If desired, students may complete this form and submit it to the Registrar’s Office, allowing the release of their education records to third parties included below. Southwestern College shall review and respond to requests for the release of education records on a case-by-case basis. NOTE: This FERPA consent form does not cover medical records held solely by Terra Nueva Counseling Center (TNCC), Students should contact TNCC for consent forms related to the release of records.

Part A. Education Records to be released (check all that apply):

- Academic Information
- Financial Aid information
- Student Account Information
- All Records Listed Above
- Other (please specify): _____

Part B. Person(s) to whom Education Records may be provided:

Name, relationship to person who records may be provided, phone number and email of all persons to whom records may be provided (use additional pages if necessary)

Name	Relationship	Phone Number	Email

Part C. Duration of release (check one):

- One-Time Use: This authorization can be used only once.
- Limited Use: This authorization expires on: _____
- Unlimited Use: This authorization is valid until the student rescinds authorization in writing.

Part D. Purpose of release (check one):

- Family Communications
- Employment
- Other (please specify): _____

I understand that the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents’ financial records and certain letters of recommendation for which the student waived inspection rights). I understand I may revoke this Consent prospectively.

Student’s Name (print): _____ Student ID# _____

Student’s Signature*: _____ Date: _____

***Can NOT be an electronic signature**

Registrar received initials and date: