



FERPA Student Release Form

Admissions & Records Office
Robert L. Strickland Center Room 2361

Before completing this form, note that currently enrolled students can access their grades and transcripts electronically at any time through their Techlink account and myForsythTech and they can also therefore share this information with their parents or with anyone else that they choose. Therefore, in many if not most cases, the student does not need to file this form in order to be able to share information from his/her record with another party.

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student records and also assures that students have access rights to their own educational records. Once a student enrolls in a college or university, regardless of the student's age, FERPA rights transfer from the parent(s) or guardian(s) to the student. Therefore, the student must authorize the release of any information from his or her educational record to any other parties outside of the educational institution, including any family members.

Student Authorization to Release Information

I give my permission to Forsyth Technical Community College to release the following :

[check all that apply]

- Academic information from my official educational record
- Financial/billing information related to my enrollment
- Student Contact Information

To:

- Parent/Guardian (Name) _____
- Spouse/Partner (Name) _____
- Employer (Name): _____
- Other (list): _____

during the time that I am enrolled at Forsyth Tech, until or unless I file a request to change the status of this release.

I understand, however, that it is still the student's signature that is required on the separate Transcript Request Form available through the Admissions & Records Office in order to authorize the Admissions & Records Office at Forsyth Tech to issue a transcript to another party in each instance that a release is requested. (Any time the student need to have a transcript sent somewhere, such as to another college or to an employer, it is the student who must authorize the release by signing the transcript request form for each separate occasion. This FERPA release only grants the party or parties above permission to access or inquire about the student's information, not the authority to grant release of the information to additional parties.) I also understand that all debts to the college must be paid before the college will release copies of student grades or transcripts.

I further understand that confidential information cannot be disclosed over the telephone.

Student's Full Name (printed)

Student's Signature

Student ID #: _____

Date: _____

Please return completed form to the Admissions & Records Office: admissions@forsythtech.edu

Additional information on FERPA is available at:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>