



Family Educational Rights and Privacy Act (FERPA) Release Form

Last Name First Name Student ID Contact#

- ☐ I, give permission to Blackfeet Community College to release the selected information to the recipient listed for the purpose of _____ (i.e., providing access to parents, scholarship application, reimbursement from employer or other sources, etc.)
- ☐ I, do not give permission for my information to be released to anyone aside from me, the student.

See next page for general information on FERPA and your rights.

Check types of education information to release & submit to appropriate office(s) once completed:

Check	Release	Description of what records will be included in the release.
<input type="checkbox"/>	All Records	ALL records listed below
<input type="checkbox"/>	Registration Records	Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information
<input type="checkbox"/>	Admissions	Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status and conditions of admission
<input type="checkbox"/>	Financial Aid	Includes records relating to eligibility and disbursement of Federal student aid funds, student account, work-study payroll records, financial aid applications, ISIRs, professional judgment decisions, cost of attendance information, including documentation relating to any adjustments, Satisfactory Academic Progress (SAP) documentation, documents used for verification, financial records
<input type="checkbox"/>	Cancel Previous Release	Cancel any previous request
<input type="checkbox"/>	Do not release	Do not release any student information.

Individual(s) to Release Information to:

Last Name First Name Contact # Relationship

Last Name First Name Contact # Relationship

This authorization is valid until cancelled. The student may cancel this authorization release at any time by submitting another FERPA Release form to the registrar, admissions or financial aid office.

Student Signature

Date

Office Use Only

RECEIVED BY:

☐ Registration

☐ Admissions

☐ Financial Aid

Received by

Date

Comments

General Information

The Family Educational Rights and Privacy Act (FERPA) specifically relates to educational records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- Directly related to a student and;
- Maintained by an institution or a party acting for the institution

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request amendment of records and to have some control over the discussion of personally identifiable information from these records.

FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34 C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

Under FERPA, students are given three primary rights. They have the right to: 1) inspect and review their education records; 2) have some control over the disclosure of information from their education records; and 3) seek to amend incorrect education records.

Electing FERPA Confidentiality

The college may release certain directory information to the public on a routine basis unless a student requests, in writing, that the college not release it. Requests for non-disclosure remain in effect until a subsequent written request to release directory information is received.

Students who request non-disclosure of directory information:

- Will not have their name printed or published in the president/dean's lists or commencement program.
- Will not have attendance and/or degree verified for employers, insurance companies, etc. Will only be able to discuss their BCC records in person with photo identification

PLEASE NOTE:

If you choose to elect the "confidentiality" option for your educational records, information for you will be withheld from a variety of sources, including you – the student. This also includes friends, relatives, prospective employers, and the news media. Each student is advised to carefully consider the consequences of a decision to elect "confidentiality." Once elected, the college cannot acknowledge the existence of, or release information about, the record of any student who has elected the confidentiality option. (You can change this election at any time by submitting a request in writing). No information or services will be available to you via telephone if you have elected the confidentiality option. Your only options for conducting business transactions with BCC would be in person, after presenting a valid photo I.D., or through secure login on the current BCC Student Database System.