

DATC FERPA Disclosure and Release



Student Name: _____ Student ID #: _____

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits DATC from releasing certain personally identifying information from a student's record to a third party (parent, spouse, employer, sponsor, etc.) without the student's written consent. This form authorizes certain entities to have access to the identified student's academic or financial aid records. Upon approval of this form, DATC officials may disclose personally identifiable information from the student's education record to the individuals/entities listed below. Information that may be released includes, but is not limited to, the following: eligibility to enroll/register, coursework completed, transcripts, academic standing, schedule, balance due, and financial aid information.

DO NOT SIGN this form until you are presenting your ID to a Student Services representative at DATC or a Notary Public.

I understand that the individual(s) listed below who request information in person will be REQUIRED to provide picture ID. By indicating an email address, DATC officials may correspond via email with the person using that email address. When inquiring by telephone, the person will be REQUIRED to provide a password to have access to my information. Entities will be identified by their phone number. Agencies who provide funding for a student (Department of Workforce Services, Vocational Rehabilitation, etc.) may have automatic access to progress, attendance, and financial aid information.

Type of information to be released:

- _____ Academic records (transcripts, attendance, progress, etc.)
 _____ Financial Aid/Billing

Name:	Relationship:	Date of Birth:
Email Address:		Phone Number:
Password:		

Name:	Relationship:	Date of Birth:
Email Address:		Phone Number:
Password:		

Entity: (Department of Workforce Services, Vocational Rehabilitation, etc.): _____

 Student's Signature Date _____

 Witness Signature Date _____

 Processed By Date _____

Notary Public Information: This form must be notarized if not completed in the presence of a DATC representative. The original notarized form must be submitted to DATC Student Services.

 Notary Public State of _____

 My Commission Expires County of _____

SEAL _____
 Date