



## Permission to Release Educational Records

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Previous Name (if applicable): \_\_\_\_\_

Student ID: \_\_\_\_\_ Birth Date: \_\_\_\_\_

### **The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA)**

This act was designed to protect the privacy of educational records, to establish the rights of students, to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. In accordance with FERPA, Red Rocks Community College (RRCC) may disclose (to third parties) information from the academic records of a student provided that RRCC has written consent on file from the student.

Please sign below and return to the Student Records Office if you consent for RRCC to release your educational records.

**\*Note that the person(s) you grant access to your files are able to view your records but they are NOT allowed to perform actions with RRCC on your behalf.**

**Person or Agency representative authorized access to these records:** *(Name, Address, Phone Number & Relationship to Student)*

Name \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Relationship to student \_\_\_\_\_

### **The type of information that is to be released under this consent is:**

- \_\_\_\_\_ Financial Aid Information
- \_\_\_\_\_ Cashier's Information (payments made or due, current bill, billing summary, COF, etc)
- \_\_\_\_\_ Academic Records Information (grades/GPA, registration, student ID number, academic standing, enrollment information)
- \_\_\_\_\_ Consult with Accessibility Services
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

This is a one-time request                       This is an ongoing request

*I certify that, to the best of my knowledge, the information furnished in this "Permission to Release Educational Records" form is true and complete without intent of misrepresentation. I understand that the knowing and willful request for or acquisition of a record pertaining to an individual under false pretenses is a criminal offense under the Privacy Act of 1974 (5 U.S.C. 522a) subject to a \$5,000 fine.*

**\*\*\*I establish the following PASSWORD to release information via Email or Telephone:** \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **This document MUST be notarized if NOT signed in the presence of a RRCC Staff member**

Subscribed and sworn to or affirmed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
in the county of \_\_\_\_\_, State of Colorado. *(seal)*

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Commission Expiration Date

**Notice: Sign below ONLY if you want to CANCEL the above release.**

I request that the above permission to release my records be rescinded immediately.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### **Office Use Only:**

Action Taken:

Date and Term:

By:

# FERPA BASIC INFORMATION

## WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974, as Amended prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. (Refer to current RRCC catalog or Student Handbook for further information.)

## WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of Red Rocks Community College without providing your written consent each time.

## DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone without a legitimate education interest access to their educational records.

## CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records, just notify us in writing that you wish to cancel the release.

## WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, advising notes, admission files, grades and other academic records as you indicated on the front of this form. Note that the person(s) you grant access to your files are able to see your records but they are NOT allowed to perform actions at the college on your behalf.

## WHAT INFORMATION DOES RED ROCKS COMMUNITY COLLEGE CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at RRCC are considered public information. RRCC may respond to inquiries in this regard, whether they are made in person, by phone, or in writing. You can prevent disclosure of this information by filing a written request with the Office of Enrollment Services. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

- Student name
- Year of Birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance (semester, not individual class dates)
- Enrollment status (full time, part time)
- Degrees and awards received
- Most recent educational institution attended

Your name may be released for graduation lists, special awards, honors, and events to the news media. In accordance with the Solomon Amendment, the College must also provide your enrollment and address information to military recruiters. Other information contained in your records is considered private and not open to the public without your written consent.