



## Student Authorization for Release of Education Records Information

(All sections must be completed. Please print legibly.)

Name of Student: \_\_\_\_\_ ID #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail Address(es): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Disclose the following Education Records **immediately**. (Check all that apply.)

Credit load and enrollment status

Hours of attendance

Grades and GPA information

Financial aid information

Other \_\_\_\_\_

To:

\_\_\_\_\_  
\_\_\_\_\_

**Please print name, address and any other available information (to whose attention, reference number, insurance ID #, etc.)**

**OR**

Please hold this authorization for the academic year and release my records to the following named person or agency. (Check all that apply.):

Employer \_\_\_\_\_  High School Attending \_\_\_\_\_

Funding Agency \_\_\_\_\_  Insurance Company \_\_\_\_\_

Individual \_\_\_\_\_  Parent \_\_\_\_\_  Other \_\_\_\_\_

Please specify relationship and address of above-named individual:

\_\_\_\_\_

**I AUTHORIZE** Moraine Park/Registrar's Office to release my educational records in the manner listed above.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

## Moraine Park Technical College

### Student Authorization for Release of Education Records Information

(June 16, 2004)

#### Background

The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the Buckley Amendment) is a federal law that affords students certain rights with respect to their *education records*. One part of FERPA focuses on confidentiality of education records. School officials, including field supervisors for student interns and/or clinical sites, must protect the privacy of education records and not disclose personally identifiable information about a student or permit inspection of the student’s records without his or her written consent. The student’s written, signed consent must contain three elements, as described below:

1) **Specify the records to be released.**

Examples: Grades and transcripts, financial aid awards.

2) **Identify the party or class of parties to whom the records should be released.**

Examples: Prospective employer, non-Moraine Park school official or scholarship committee member.

***Note: A letter of reference, written on behalf of a student by a cooperating teacher, supervisor or other school official, who has not obtained the student’s written consent, does NOT provide that official with the authorization to disclose educational records or to discuss the student’s performance even if the letter welcomes telephone calls or other inquiries about the student.***

#### Directions for Student

It is your obligation to complete, sign and present a **separate** Student Authorization for Release of Education Records Information form to any individual who may be called upon to disclose education records about you or to discuss your performance (e.g., a professor in an academic course, an internship supervisor, etc.).

#### Directions for Moraine Park Technical College Faculty and Staff

A Student Authorization for Release of Education Records Information form, completed and signed by the student, must be in your possession before disclosing education records or discussing the student’s performance with someone other than the student or another Moraine Park school official who has a legitimate educational interest.

***Questions regarding this policy should be directed to the Registrar’s Office at Moraine Park 920-924-6378.***