



Family Educational Rights and Privacy Act (FERPA) Release Form

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student records by requiring prior written consent before disclosing personally identifiable information to a third party (Learn more: <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>). It applies to colleges and universities that receive funding from the federal government.

Records created and maintained by the Financial Aid Office, Business Office, and/or Dual Enrollment Office are considered to be education records and may not be disclosed without the student's consent.

Permissions granted herein shall remain in effect for the individual(s) listed below until you, the student, explicitly rescind permissions in writing or you discontinue enrollment. Submitting a new FERPA form excluding the name of a previously listed individual does not serve as a termination of his/her permissions.

By signing this form, 1) either in person with proof of identity in the DE Office or High School Guidance Office OR 2) in the presence of a Notary Public, you are giving permission to allow the Financial Aid Office, Business Office or DE Office to disclose personally identifiable financial and academic information to the individual(s) listed.

Name (Print) Relationship Contact Info (Phone & Email)

Name (Print) Relationship Contact Info (Phone & Email)

High School/Counselor Name of High School

XXX-XX-

Student Name (Print) Social Security Number (Last 4 digits)

Student Signature Date

Witnessed by (Print) Signature and Date

Notarized Acknowledgment State of _____ County of _____

I, _____ a Notary Public, do hereby certify that on this _____ day of _____, 20____, personally appeared before me _____, known to me to be the person whose name is subscribed to the foregoing instrument.

Notary Public Signature State of _____

(Notary Seal)

Printed Name Date Commission Expires

Dual Enrollment Office