

## Parental Access to Educational Records

According to federal law, the Family Educational Rights and Privacy Act of 1975 as Amended (FERPA), parents/guardians have no inherent rights to inspect your educational records if you are over the age of eighteen. This means the College cannot legally communicate with your parents or guardian regarding your academic progress, discipline record, advising folder, membership on athletic teams, career services folder, or any other educational record. There are certain exceptions. Records may be released to parents/guardians only under the following circumstances:

1. Through the written consent of the student.
2. In compliance with a subpoena.
3. By submission of evidence that the parents/guardian declare the student as a dependent on their most recent Federal Income Tax Form.

Please indicate in the space provided below your wishes on parental/guardian access to your records. However, before signing, please note the following: Your records can be shared with your parents/guardian even without your permission if they submit evidence that you are listed as a dependent for tax purposes under the IRS Code of 1954, section 152. Also, in cases of divorce, separation or divided custody when only one parent/guardian declares the student as a dependent, the other parent/guardian may have equal access to the information in the student's educational record. In other words, when access is given to one parent/guardian the College must grant equal access to the other parent/guardian upon request, unless there is a court order, state statute, or legally binding document stating otherwise.

Once permission is given, it remains in effect until rescinded by you. Should you change your mind, simply file an appropriate form in the Office of the Registrar.

I hereby give **permission** for information from my educational record(s):

_____	_____
Signature	Student ID number
_____	_____
Printed Name	Date

### Please print the name of the person/s to whom you give access to your records

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_