

DATE \_\_\_\_\_

# FERPA RELEASE FORM



**Note:** This release will expire at the end of the \_\_\_\_\_ semester unless the student requests an earlier expiration date or requests in writing that we cancel this request. To continue release of your records after the expiration date, you will need to complete a new FERPA Release Form. Please read the information on the back of this form before signing.

Optional: Early Expiration Date: \_\_\_\_\_

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_  
(please print clearly)

**Please provide information from my records to the following individuals or organization:**

Name of Individual or Organization (please print clearly)	Relationship (ie: spouse, parent, counselor)
_____	_____
_____	_____
_____	_____

**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, etc)
- \_\_\_\_\_ Academic Records Information
- \_\_\_\_\_ Classroom Progress
- \_\_\_\_\_ All Records
- \_\_\_\_\_ Other (specify) \_\_\_\_\_

**ATTENTION STUDENT!! DO NOT SIGN THIS FORM UNTIL YOU ARE IN THE PRESENCE OF A PTC STAFF MEMBER OR A NOTARY.**

This form is valid only if your signature has been witnessed by a PTC staff member or a Notary. You must present valid photo ID at the time of signature.

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

PTC Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

If you are unable to present this form in person (with photo ID) to a PTC staff member, PTC will allow you to have your signature witnessed by a Notary and will accept the notary signature in lieu of the PTC staff signature. Please mail or FAX the notarized form to the information below.

The foregoing "FERPA RELEASE FORM" was acknowledged before me by \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_.

Witness my hand and Official seal:

Pickens Technical College  
Student Services  
500 Airport Blvd.  
Aurora, CO 80011

\_\_\_\_\_  
Notary Signature

FAX: 303 326-1965

# FERPA BASIC INFORMATION

## WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 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 PTC catalog 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 Pickens Technical 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 outside the college 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 PICKENS TECHNICAL COLLEGE CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at PTC are considered public information. PTC will 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
- Date of Birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance (semester, not individual class dates)
- 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.