



Student Name: _____ Last four digits of you SS#: _____

In Compliance with the “Family Educational Rights and Privacy Act of 1974”(FERPA), the disclosure of information from a student's educational record is considered confidential and will not be released, with certain exemption, without the student's written permission. In accordance with FERPA, Platt College will disclose to a parent(s), spouse, other family member(s), or third party(s) information from the student education record provided the College has on file written consent from the student. Please complete the following information below and return to the Office of Registrar, Room 226.

1. Specific Records that may be disclosed:

- Transcript Request
 - Grades
 - Student Financial/Billing Information
 - Holds or Suspensions (Academic or Financial Aid)
 - GPA
 - Course Schedule
 - All of the above
 - Other specific information from my educational record (can be date specific)
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2. You must state the purpose of the disclosure:

- To provide the information to the person(s) indicated
- Other: _____

3. Name(s) to whom the information may be released (please print clearly)

Name _____ Relationship _____ Email/Phone _____

Name _____ Relationship _____ Email/Phone _____

4. You must establish a password with the individuals listed in #3 before we can provide access to information from your student educational record. We will not release any information from your record (other than directory information) unless the person(s) named about provides us this password.

The password is: _____

By signing below, you agree that Platt College personnel may provide the information identified above from your education record. This approval will remain in your record, and will allow us to release the information you have authorized, even when you are no longer listed as a dependent upon your parent's income tax return, or you have graduated or left the College, unless you revoke the permission.

NOTE: Even if you do not sign this form, your parents may access your education records if you are still a dependent and they declare you as a dependent on their most recent federal income tax form and you are under the age of 21 years old (according to the Internal Revenue Code of 1986, Section 152)

Student Signature

Date

OFFICE USE ONLY:

- ID of parent verified Date _____ Initials _____
- Federal Income Tax Return & dependent status of student verified - Date _____ Initials _____
- Letter of notification sent to student – Date Sent _____ Initials _____