

STUDENT CONSENT TO RELEASE EDUCATION RECORDS FORM (FERPA WAIVER)

Students must submit this form to the Office of Admission or complete via MyWCCC by logging in.

STUDENT INFORMATION:

Last Name: _____ First Name: _____ M.I.: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Mobile Phone Number: _____

Cell phone carrier: US Cellular Verizon AT & T Tracfone Other _____ Text Updates: ___Yes ___No

Student ID #: _____ Email address: _____

I hereby authorize the following changes regarding third party access:

Third Party Name	Reason for disclosure (examples: family communications; employment; admission to an educational institution)
Email Address	Phone Number

Record Type:	Grant Access	Revoke Access
<u>Academic Records</u> (examples: grades/GPA, advisor, demographic, registration, student ID number, academic progress status, attendance records, disability accommodations, and/or enrollment information)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Student Account Records</u> (examples: billing statements, charges credits, payments, past due amounts, and/or collection activity)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Financial Aid Records</u> (examples: Financial aid awards, application data, disbursements, eligibility, and/or satisfactory academic progress)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Student Affairs Records</u> (examples: housing file, conduct file including pending issues, extracurricular activities)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Student Employment Records</u> (examples: employment verification)	<input type="checkbox"/>	<input type="checkbox"/>
<u>Other Records</u> (examples: medical, counseling)	<input type="checkbox"/>	<input type="checkbox"/>

Student Signature	Date
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*Your consent will remain in effect until you submit a new form to the Office of the Registrar.

***Non-Discrimination Policy:** Washington County Community College is an equal opportunity/ affirmative action institution and employer.
For more information, please call Tatiana Osmond, Affirmative Action Officer, at 454-1040.*

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The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights regarding their education records. Washington County Community College complies with FERPA. The College policy can be found at wccc.me.edu/FERPA.

Without your consent or a FERPA exception, Washington County Community College does not disclose or provide certain information from your student records to a third party, such as information on class schedule, grades, student accounts, financial aid, discipline records, or official transcripts. This restriction applies but is not limited to: your parents/legal guardian, your spouse, or your prospective employer.

You may grant the College permission to disclose different types of student record information to a designated third party by submitting a completed FERPA Student Consent to Release Education Records form. Your records will be made available to the authorized third party for as long as the release is valid. The College does not automatically send/provide information to a third-party; you or the party must request that the information be provided.

If you would like to allow the College to disclose information from your student records to a designated third party, complete and submit the form to the Office of the Registrar, located at Student Services Suite—Riverview Hall. You must complete more than one form if you have more than one person with whom the College may share information from your records.

If you cannot submit the form in person, you can submit it electronically from your college email account to enrollment@wccc.me.edu or using MyWCCC—Academics—Student Forms to complete the form electronically. If electronically submitting the form, you must include a copy of a signed photo ID other than your college ID along with the completed form.

Under certain limited circumstances, Washington County Community College may release and provide the following “directory” information without your written consent. You can request that the College withhold “directory” information by contacting the Office of the Registrar.

- Student’s Name
- Hometown
- Permanent address
- College email address
- Date of birth
- Enrollment status (full-time, part-time, nonmatriculated)
- Dates of attendance
- Major/Area of Study
- Class level
- Awards and honors, including Dean’s List
- Degree/Certificate earned
- Participation in officially recognized activities
- Height and weight of members of athletic teams
- Photograph

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