

## STUDENT CONSENT FOR ACCESS TO EDUCATION RECORDS (FERPA Consent Form)

Guilford College  
OFFICE OF THE REGISTRAR

Name of Student (Last, First, Middle Initial) _____	Permanent Street Address _____	City _____	State _____	Zip _____
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The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights concerning access to, and the privacy of, their education records. FERPA permits a student to "review and inspect" his/her education record. Unless an allowable exception applies, a student's education record cannot be disclosed to a third party, including the student's parent or guardian, without the student's written consent. While this form *authorizes* Guilford College to release education records to third parties, it does not *obligate* Guilford College to do so. Guilford College reserves the right to review and respond to requests for the release of education records on a case-by-case basis. For more information regarding FERPA, please see Guilford College's Family Educational Rights and Privacy Act Regulation located [here](#):

### SECTION A. Education records to be released

- ☐ **ALL STUDENT EDUCATION RECORDS LISTED BELOW**
- ☐ **LIMITED EDUCATION RECORDS (check all that apply):**
- ☐ **Academic Information** (grades/GPA, registration, student ID number, academic progress, enrollment status)
  - ☐ **Financial Aid Information** (awards, application data, disbursements, eligibility, financial aid, academic progress status)
  - ☐ **Loan Information** (College-maintained loan disbursements, billing and repayment history [including credit reporting history], communication history, balances, collection activity)
  - ☐ **Student Conduct Records** (campus appearance tickets and other documentation related to the administration of student conduct cases)
  - ☐ **Housing Information** (room assignment/room change, housing eligibility, billing, room damage, judicial matters related to housing)
  - ☐ **Student Account Information** (billing statements, charges, credits, payments, past due amounts, collection activity)
  - ☐ **Other** (please specify, e.g., Student Accessibility Services records, student forms, etc.) \_\_\_\_\_

### SECTION B. Person(s) to whom access to education records may be provided

Name(s) of person(s) to whom access to records may be provided: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_ Relationship to Student \_\_\_\_\_

If disclosure is to parent(s), is the student claimed as a dependent for federal income tax purposes for the current tax year? ☐ Yes ☐ No

### SECTION C. Duration of release (check one)

- ☐ **One-Time Use:** This authorization can be used only once.
- ☐ **Limited Use:** This authorization expires on: \_\_\_\_\_

### SECTION D. Purpose of release (check one)

- ☐ **Family Communications**
- ☐ **Employment**
- ☐ **Admission to an Educational Institution**
- ☐ **Other** (please specify): \_\_\_\_\_

I understand that: (1) I have the right not to consent to the release of my education records; (2) I have the right to inspect any written records released pursuant to this consent; and (3) I have the right to revoke this consent at any time by delivering a written revocation to the Office of the Registrar.

Student's Signature \_\_\_\_\_ G # \_\_\_\_\_ Date \_\_\_\_\_

#### Instructions for completing this form:

1. The form must be fully completed and signed by the student. Records cannot be released if any section of this form is not filled out entirely.
2. Forms can be provided in person to this address: Guilford College, Office of the Registrar, New Garden Hall, Greensboro, NC 27410.
3. Submission of this form from the student's email account shall serve as an electronic signature. Completed forms should be submitted to the Office of the Registrar via email at [registrar@guilford.edu](mailto:registrar@guilford.edu).

Information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations, which prohibit any further disclosure without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations