



# Student Authorization to Release Information

In accordance with the Family Educational and Privacy Act of 1974 (FERPA), when a student reaches the age of 18 or is attending an institution of post-secondary education at an age, the rights of access to student records “transfer from the parents to the student” and the student has the sole right to his/her educational records – UNLESS the parents submit verification that they claimed the student as a dependent on their most recent Federal Income Tax return OR the student submits written authorization to release information to their parents to the Office of Enrollment Management at Haywood Community College.

## PART I. AUTHORIZATION TO RELEASE INFORMATION TO SPECIFIED INDIVIDUALS

By signing this form, I understand that I am authorizing Haywood Community College to release the indicated information to the person(s) specified. I understand that this release does not include medical or counseling information. If you wish to release the following information, **please initial the items that you are authorizing the College to release and the names and addresses of the persons to whom you are authorizing to be eligible to receive this information.**

- Academic Information:** registration, grades, attendance, academic honors/awards, academic disciplinary actions
- Financial Aid Information:** status of awards, types of awards, amount of awards
- Business Office Information:** billing items, amounts, due dates, status of account
- Campus Life Information:** student conduct violations, disciplinary actions, disciplinary sanctions

### The above indicated information may be released to the following individuals:

*(Please print)*

Name 1: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

Name 2: \_\_\_\_\_ Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Relation: \_\_\_\_\_

## PART II. AUTHORIZATION TO RELEASE DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Haywood Community College may release Directory Information WITHOUT a student’s written consent UNLESS the student requests the following information NOT be released: name, address, phone number, email address, program of study, dates of attendance, enrollment status, degrees, photographs, honors and awards and participation in student organizations.

*Students not authorizing the release of directory information will not be included in college news releases, newspaper articles, or radio/TV broadcasts regarding honors and awards; nor will they be included on the college website, in college publications or directories.*

**YES**  My directory information **may be** released.    **NO**  My directory information **may NOT be** released.

Student Name *(Please print)*: \_\_\_\_\_ Student ID#: \_\_\_\_\_

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

This signed document will remain in effect at Haywood Community College until the student completes a new form in the Office of Enrollment Management to reflect change(s) of status. These documents are maintained in the Office of Enrollment Management, Building 1500 at Haywood Community College.