

Allegany College of Maryland Student & Legal Affairs Release of Information

FERPA (Family Educational Rights Privacy Act) does not allow a College or its employees to release certain information to third parties – including parents – without *either* written permission from the student *or* a recognized exception to the [federal] law such as an emergency, directory information etc..See the College’s FERPA policy for details.

I give Allegany College of Maryland permission to release FERPA protected information as indicated below. I understand that the College may decline to release requested information if such release is deemed contrary to the interests of the College, its employees, or other students. This release applies only to MY records.

Student _____ **ID#** _____

» Person(s) to whom Information may be released:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Today’s Date ____/____/____ **Release Expires on** ____/____/____

If no expiration date is noted, the College will presume the release expires at the end of the student’s current semester of attendance.

» Reason you want this information released:

EDUCATION RECORDS TO BE RELEASED:

(check only the information you want released):

- Disciplinary Records
- Housing records
- Admissions/Registration Records
- Grades
- Other academic information (eg., class performance, attendance, etc.)
- Financial Aid
- Work-Study/employment
- Other financial records (eg., tuition, fees, balances, fines, etc.)
- Other (specify): _____

I understand that I have the right not to sign this Release and that my education records will remain completely confidential in accord with the Family Education Rights and Privacy Act. No one unduly pressured or forced me to sign this Release.

****To be valid, this document must be signed either in the presence of a College official or a licensed notary.***

Student Signature

College Official **OR** Notary Signature