



Office of the Registrar
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FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA) RELEASE FORM

FERPA is a federal law that protects the privacy of student education records, both financial and academic. FERPA limits release of student record information without the student's explicit written consent. It also gives the student's parent(s)/guardian(s) the right to review those records if the parent(s)/guardian(s) claim the student as a dependent on their Federal Income Tax Refund.

Part A – Student Disclosure and Release of Information (to be completed by the student)

I understand that all personally identifiable information concerning my financial and academic records is protected under FERPA. I further understand that I may waive that protection and give access of my records to individuals of my choice. This release allows the below named individuals to information only from records maintained by Student Services.

Student Name:	First Name	Middle Name	Last Name
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Student ID#	Date
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I agree to waive my rights under FERPA and allow the below-named person(s) to receive access to my educational records:

Name	Relationship
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Name	Relationship
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I acknowledge that this release is valid if I am a student at Pierpont C&TC. By signing this release, I authorize Pierpont C&TC to release all financial and academic information to the person(s) listed above. I understand that I can revoke this release at any time by notifying Pierpont C&TC in writing.

Student Signature	Date
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Part B – Parental/Guardian Request (to be completed by the parent/guardian)

In lieu of a student's signed release, complete Part B of this form and **attach** a signed copy of your parent(s)/ guardian(s) most recent Federal Income Tax Return(s) to certify that the student is your dependent according to Section 152 of the Internal Revenue Code. Part B is valid for only the current academic year since IRS dependency can change annually. you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your student's records.

In order to gain access to my students financial and/or academic records, I certify that I am the parent(s)/guardian(s) of the below student and that he/she is dependent according to Section 152 of the Internal Revenue Code:

Student's Name	Student ID#	Date
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Parent/Guardian Name	Parent/Guardian Signature
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Parent/Guardian Address	City	State	Zip
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Note to Parents/Guardian: If your child is not a dependent as defined by IRS standards, we will only be able to release information about his/her financial and academic records if he/she completes Part A of this form. In the case of divorce or separation where only one parent claims the child as a dependent, Pierpont C&TC grants equal access to financial and academic records to the other parent if the information is completed in Part B. Exceptions to this rule include a court order or legally binding documents stating otherwise.

Office of the Registrar:

Registrar Staff Signature	Date
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