



Authorization to Release Student Records

(FERPA Release Form)

For Office Use Only:

Type of ID _____
Employee Signature _____
Date ____ / ____ / ____

FAX, MAIL OR EMAIL TO: registrar@cayuga-cc.edu
AUBURN CAMPUS: 197 Franklin Street Auburn, NY 13021
Tel: (315) 294-8888 Fax: (315) 255-9983

Office of The Registrar

PLEASE PRINT OR TYPE THE FOLLOWING:

Date of Birth ____ / ____ / ____ C# C _____ Dates of Attendance _____
Month Date Year

Last Name _____ First Name _____ M.I. _____

Former Names/Maiden Names _____

Permanent Address (address where you reside when you are **NOT** attending school) _____ City _____ State _____ Zip _____

Local Mailing Address (address where you reside **WHILE** at school) _____ City _____ State _____ Zip _____

Home Phone (_____) _____ Work Phone (_____) _____ Cell (_____) _____

E-mail (Preferred Address) _____

Records are to be released from this time period only: From _____ to: _____ **OR** ____ My records from any time period

TYPE (CHECK ALL THAT APPLY)

- ALL RECORDS** Includes all record types, as indicated below:
- ACADEMIC** Includes courses taken, grades received, GPA, academic program, academic standing/progress, honors, transfer credit awarded and degree(s) awarded. This would include official transcripts (additional fees will apply).
- ADMISSION** Includes date(s) of application, program(s) selected, document(s) received, date(s) of admission, and admission status.
- BILLING** Includes tuition and fee balances, financial holds, payment plans, billing statements, refunds, collections and debt information.
- DISCIPLINARY** Includes student's personal disciplinary, suspension, expulsion records and information. Does not include the release of campus safety or other restricted agency reports. Please specify below if this release is regarding a specific case and include the case number.
- FINANCIAL AID** Includes status of file, award and distribution of funds, Satisfactory Academic Progress, income information, and any other information contained in the financial aid application (According to the Federal Higher Education Act, signing of this document does not indicate all financial documents will be released).
- REGISTRATION** Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semester attended and address.
- WELLNESS** Includes counseling services, immunization records for MMR, Meningitis and any other immunizations on file.

DISABILITY Office of Accessibility Resources has their own form that needs to be signed off on.

INDIVIDUAL TO RELEASE INFORMATION TO:

Name _____ Relationship: ____ Parent ____ Spouse ____ Legal Guardian ____ Other

Permanent Address _____ City _____ State _____ Zip _____

Phone (_____) _____ Email Address _____

Purpose of Release: _____

I hereby grant authorization to Cayuga Community College to disclose and/or release (as indicated above) my above referenced education records (verbal or by paper) to the party listed on this form. It is my understanding that the party to whom the education record information is released may not disclose that information to any other party without my written consent. This authorization is valid until cancelled. I understand that I may cancel this release at any time by submitting a written request to the Registrar's Office

SIGNATURE _____ **DATE** _____

NOTARY _____



Student Education Records Authorization Release

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IF YOU ARE DELIVERING THIS FORM IN PERSON: You **MUST** bring a valid picture ID to: Registrar's Office, M228 or Fulton, F265
IF YOU ARE MAILING, EMAILING, OR FAXING THIS FORM: You **MUST** have it signed by a Notary

GENERAL INFORMATION

In compliance with the Federal Family Educational Rights and Privacy Act of 1974, the College is prohibited from providing certain information from your student records to a third party such as information on grades, billing, tuition and fees assessment, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting a completed Authorization to Release Student Education Records form. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party. The student or the third party authorized by the student must make requests for copies of documents in writing.

DIRECTORY INFORMATION

Directory information at Cayuga Community College is defined as: The student's name, addresses, telephone listing, CCC e-mail addresses, photograph, date and place of birth, major field of study, grade level (i.e. freshman), enrollment status (i.e. full-time), dates of attendance (i.e. Spring 2017), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors, and awards received, and the most recent educational agency or institution attended.

STUDENTS

By signing the Authorization to Release Student Education Records form, you authorize the College to release your student educational records to third parties, including parents and/or guardians. An authorized representative of the College or Notary must witness completion of this form. If you return the form IN PERSON, you must show photo identification, driver's license and/or student ID card. If you are unable to come to campus, an official notary must notarize this form. This authorization will remain in effect until revoked by you, the student, by a signed request.

PARENTS AND OTHER THIRD PARTIES

Cayuga Community College cannot discuss a student's records with a parent or other third party unless the student has authorized CCC to release information to that party and that party has the student's Student ID number and name. A student who wishes to allow a parent(s) or other third party access to his/her information must complete the Authorization to Release Student Education Records form. Access to student information does not give permission to others to alter the student's record. Changes made to the student record must be made at the request of the student.

NOTES:

The College's FERPA policy may be found on the Cayuga Community College website at www.cayuga-cc.edu/students/services/registrar/ferpa/