



FERPA RELEASE: ONE-TIME AUTHORIZATION

RECORDS OFFICE

Please Print

Student Name: _____

TSCC ID: _____

Email: _____

Phone #: _____

In compliance with the federal Family Educational Rights and Privacy Act of 1974, Terra State Community College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees, financial aid, and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the college permission to release information about your student records to a third party by submitting this completed One-Time Authorization form. You must complete a separate form for each third party to whom you grant access to information on your student records each time you would like access to be granted. The specified information will be made available only if requested by the authorized third party. This form authorizes release only of the specified information to the indicated third-party designee when presented to a college representative. It cannot be used to authorize a standing release of information.

NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you may have set up on your student record.

Information to be released (check all that apply):

Grades/GPA* Honors Attendance/Participation Billing/Financial Aid Disciplinary Records

Other: _____

To: _____

(Print: Name of receiving party provided by student)

(Print: Address of receiving party provided by student)

Purpose of release:

I understand further that (1) I have the right not to consent to the release of my education records; and (2) I have the right to receive a copy of such records upon request.

Student's Signature

Date

* Official transcripts cannot be requested using this form. For official transcripts refer to
<http://www.terra.edu/AdmissionsandFinancialAid/StudentRecords/Forms.html>.

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF FERPA AND OTHER APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, WHICH PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.