



Cloud County Community College

FERPA RELEASE FORM

This form allows students to grant third parties, including parents, access to their educational records maintained by Cloud County Community College. The Family Educational Rights & Privacy Act (FERPA) of 1974, as Amended, prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student.

Education records refers to, but is not limited to, academic, disciplinary, personal, financial, and extracurricular activity records directly related to a student that are maintained by CCCC.

Student Name _____ Date of Birth _____

Student ID Number _____ Phone Number _____

Student's Consent to Release Non-Directory Information

In signing this release form, I (print name), _____, give access of all my educational records at Cloud County Community College to the individual(s) listed below. (Individual must know the student's date of birth before information can be released.)

_____	_____
Name	Relationship to Student
_____	_____
Name	Relationship to Student

- *I understand this consent to release remains in effect as long as I am a student at Cloud County Community College or until I revoke this consent to release in writing.*
- *I have carefully read the forgoing consent and fully understand the meaning of this release form. I affirm that I have signed this consent voluntarily.*

_____	_____
Signature of Student	Date

Note: Students may withhold free disclosure of Directory Information (on all or none basis) to non-institutional persons or organizations. Students have the option to protect their privacy and not have such information released. A written request to withhold this information should be submitted to the Office of Student Records. Otherwise, the College assumes that you approve of disclosure of that information. Requests will be honored for only one academic year; therefore, requests to withhold Directory Information must be filed annually.

Cloud County Community College defines directory information to include such information as: a student's name, address(es), telephone number(s), email address(es), dates of attendance, classification, enrollment status, class type, previous institution(s) attended, major field(s) of study, honors and awards, degrees conferred, past and present participation in officially recognized sports and activities, and physical factors (height, weight of athletes). This information may be released to anyone, unless restricted by written authorization of the student. Contact the Student Records office if you wish to restrict this information.

Return this form to: Student Records Office, 2221 Campus Drive, Concordia, KS 66901 or email to studentrecords@cloud.edu; Student Services Office at Geary County.