

Family Educational Rights and Privacy Act of 1974 (FERPA)

Authorization to Release Information

Student Name (Print)

Student Identification Number (918)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits Abraham Baldwin Agricultural College to disclose the information specified below to the following individual or agency. The student authorizing the release of educational records must sign & present this form to the Registrar's Office with a photo ID to verify authenticity of this release.

Name of individual/agency to whom information is to be released

Relationship (Parent; Guardian; Spouse; Other)

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Check any boxes below to indicate which records you wish to make available.

- Financial Aid Records** (records include transcripts, admission and registration information, Satisfactory Academic Progress status, income information, and any other information contained in the application or financial file).
- Academic/Transcript Records** (records include grade point average, transcripts, admission and registration information, schedule documentation contained in academic records).
- Student Account Records** (records include amount for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other accounts receivable information contained in student account records).
- Instructor/Classroom Records** (records include attendance, progress reports, test and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports and retain only those records which make up the final grade. FERPA pertains to the release of records, not conversations).
- Disciplinary Records** (records include disciplinary violations and disciplinary sanctions).

Note: Records maintained by the health center and by counseling and services for students with disabilities are considered medical records and are not covered under FERPA. A separate release form must be obtained from these departments.

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date submitted until revoked by me, in writing, and delivered to the Registrar's Office.

Student Signature

Date

Date of Birth