



**Metropolitan Career Center
Computer Technology Institute**

AUTHORIZATION TO RELEASE INFORMATION
FERPA (Family Educational Rights and Privacy Act)

Student Consent for Education Records to be released to Parent(s), Legal Guardian(s), Other
Tuition Provide(s), or Other Indicated Individual(s):

Student's Name:

ID or SS#

PLEASE READ:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby permits Metropolitan Career Center Computer Technology Institute to disclose the information specified below to the following individual(s) or agency (ies):

Name: _____

Name: _____

Name: _____

Name: _____

This consent shall be valid throughout the student's enrollment at Metropolitan Career Center Computer Technology Institute and thereafter but may be modified or rescinded in writing by the student. The parent(s), legal guardian(s), tuition provider(s), or other indicated individual(s) agree that they shall not disclose the specified information to third parties without the student's authorization.

INFORMATION TO BE RELEASED:

The following information from my records at Metropolitan Career Center Computer Technology Institute may be released to the above - specified persons:

- _____ Grades and academic standing
- _____ Academic Information
- _____ Discipline records
- _____ Tuition and fee status
- _____ Other, please **SPECIFY:** _____
- _____ All records or information

I have read and understand the content of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974

Student's Signature:

Date:

Family Educational Rights and Privacy Act

[The word "University" used in the act below refers to Metropolitan Career Center Computer Technology Institute]

The Family Educational Rights and Privacy Act of 1974, as amended ("FERPA") sets out requirements designed to afford students certain rights with respect to their education records. In addition, it put limits on what information Metropolitan Career Center Computer Technology Institute may disclose to third parties without receiving prior written consent from the student.

(1) The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.

[Optional] Upon request, the University also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO UNIVERSITY: FERPA requires an institution to make a reasonable attempt to notify each student of these disclosures unless the institution states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901