



**FERPA DISCLOSURE
AND RELEASE**

Student Name: _____ Student ID #: _____

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits Davis Technical College from releasing certain personally identifying information from a student's record to a third party (parent, spouse, employer, sponsor, etc.) without the student's written consent. This form prohibits the release of student records, except when requested by the student with state-issued picture ID or by subpoena. Sponsoring agencies may request information prior to payment.

Type of record to be released:

- _____ Academic records (transcripts, attendance, progress, etc.)
- _____ Financial Aid/Billing
- _____ Demographics/Photograph

DO NOT SIGN this form until you are presenting your ID to a Student Services representative at Davis Tech or a Notary Public.

I understand that the individual(s) listed below who request information in person will be REQUIRED to provide state-issued picture ID. By indicating an email address, Davis Tech officials may correspond via email with the person using that email address. When inquiring by telephone, the person will be REQUIRED to provide a password to have access to my information. Entities will be identified by their phone number. Agencies who provide funding for a student (Department of Workforce Services, Vocational Rehabilitation, etc.) may have automatic access to progress, attendance, and financial aid information.

Name:	Relationship:	Date of Birth:
Email Address:		Phone Number:
Password:		

Name:	Relationship:	Date of Birth:
Email Address:		Phone Number:
Password:		

Entity: (Department of Workforce Services, Vocational Rehabilitation, etc.) _____

Student's Signature Date

Witness Signature Date

Processed By Date

Notary Public Information: This form must be notarized if not completed in the presence of a Davis Tech representative. The original notarized form must be submitted to Davis Tech Student Services.

Notary Public State of

My Commission Expires County of

SEAL Date

DAVIS TECHNICAL COLLEGE