



FERPA Release Form: ACCESS TO STUDENT EDUCATIONAL RECORDS

In compliance with the Family Education Rights and Privacy Act (FERPA), Henderson Community College (HCC) cannot release grades or other non-directory information to any person other than the student without a written release on file. FERPA states that when a student reaches the age of 18 or begins attending a postsecondary institution, regardless of age, FERPA rights transfer to the student. Records can only be released to parents, spouses or other designated individuals through the written consent of the student.

A student may sign this FERPA Release Form allowing designated individuals to obtain non-directory information in person only.

I give HCC permission to release my educational records (includes, but is not limited to, financial aid, student account activity, grades, discipline notices, course schedule, and extracurricular activities) to the person(s) listed below (providing photo identification).

Name: _____

Name: _____

SS#: _____

SS#: _____

Relationship: _____

Relationship: _____

I understand that by signing this authorization, I am waving my rights of nondisclosure of my educational records under federal law *only* to the person(s) listed. This release does not permit the disclosure of this information to any other person(s) without my written consent.

I understand that I have the right to change this request at any time during my enrollment at HCC. I understand that unless I complete the revoke request below, this release remains in effect until I graduate or leave HCC.

Student Name (Printed): _____ EMPL ID: _____

Student Signature: _____ Date: _____

**Complete this form and return to the Admissions and Records Office.
The Admissions and Records Office will be the only office designated to release this information.**

FERPA Revoke Request

I request the above FERPA release be revoked effective _____
Month/Day/Year

Student Signature _____