



# Central Christian College of Kansas

## FERPA Release & Revocation Form

Academic Year: 2015-2016

The **Family Educational Rights and Privacy ACT (FERPA)** is a Federal Law designed to protect the privacy of a student's educational records, which includes academic, financial, business, and student life records. Except in specific cases, FERPA requires that a student provide explicit written consent before information about that student can be released. Any student that can be claimed as a dependent on the Federal Income Tax Return of a parent or guardian cannot restrict access to that parent or guardian. However, the parent(s) or guardian(s) must first request access and provide documentation that their claim is justified. This permission needs to be renewed each year (July 31 – Aug 1).

Name: \_\_\_\_\_  
Last (please print) First Middle

Email (for confirmation): \_\_\_\_\_

### Release Request

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

By signing above, I agree to waive my rights under FERPA, allowing the person(s) listed below to receive access to my educational records. I understand that I may revoke this access at any time by petitioning the Office of the Registrar or Student Development and signing the Revocation clause below. This authorization will remain in effect for one academic year, based on the date above.

Name of Individual \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Last Four Digits of SS# \_\_\_\_\_

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Name of Individual \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Last Four Digits of SS# \_\_\_\_\_

### Release Revocation

By signing and dating below, I revoke my request to release educational records and request that the College enforce all rights granted me under FERPA. This request is for all individuals listed above and will remain in effect until a new release has been completed and submitted. Revoking this permission does not affect any information released prior to completing the revocation.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_

#### For Office Use Only

Request Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Request Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed in CAMS

Revocation Received by: \_\_\_\_\_ Date: \_\_\_\_\_

Revocation Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

Confirmed in CAMS