



SOUTH SUBURBAN COLLEGE

OFFICE OF THE REGISTRAR

FERPA AUTHORIZATION - RELEASE MY STUDENT INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974, is a federal law that establishes the rights of students with regard to education records, and ensures students of the right to privacy and confidentiality with respect to those records.

This law prohibits South Suburban College from discussing your student record with anyone other than yourself unless written authorization has been requested.

Today's Date _____ Colleague ID _____ Last Four of Social _____

Requestor/Student – Print First and Last Name **

Requesting copies of my educational record

Under FERPA, a school must provide an eligible student with an opportunity to inspect and review his or her education records within 45 days following its receipt of a request. The Registrar's Office will notify you via phone when documents are ready.

Phone _____

Authorization to Release My Information to:

** _____

I am waiving my rights of non-disclosure of these records under federal law to the person listed above.

CANCEL Authorization to Release My Information to:

** _____

I am canceling previous authorization of access to my South Suburban College educational information to the person listed above.

I, ** _____

Signature

Give access to my South Suburban College educational information including academic records, financial aid information, enrollment and other relevant documents to the individual listed above.

By signing this, I understand that the request above will remain active until authorization is revoked by me, via completion of this form for cancelation.

Proceed to Registration for processing.

**Must provide a valid state issued photo ID before any action will be taken.

REGISTRAR'S OFFICE ONLY

Date Received _____

Processed by _____

Today's Date _____