



# Office of Records and Registration

107 College Drive Butler, PA 16002

724-287-8711 ext. 8253

Fax: 724-287-0092

## STUDENT INFORMATION RELEASE AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA), a U.S. federal statute also known as the Buckley Amendment, regulates access to student educational records. The law:

- provides eligible students the ability to review their educational records.
- protects student privacy rights by limiting access to educational records without the express written consent of the student.

Information cannot be shared with others (including parents) unless the student formally gives permission by signing this Student Information Release Authorization Form.

### STUDENT INFORMATION (PLEASE PRINT)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Student ID: \_\_\_\_\_

Email: \_\_\_\_\_

### PERSON GRANTED ACCESS (PLEASE PRINT)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

### CERTIFICATION

Signing this waiver grants permission to personnel of Butler County Community College to discuss with my parents/legal guardians or other person(s) I deem appropriate in any and all matters pertaining to my academic record. I understand this authorization is in effect for one academic year and must be renewed each year by resubmitting this form. This authorization can be revoked, in writing, at any time while enrolled at BC3. Signed forms should be submitted to the Office of Records and Registration or any BC3 campus location.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Form Received: \_\_\_\_\_

Date Form Imaged: \_\_\_\_\_