



FERPA Release Form

FERPA is the Family Educational Rights and Privacy Act of 1974. FERPA gives custodial and noncustodial parents certain rights with respect to their children's education records. Schools that receive funding under any program administered by the Department of Education must follow FERPA's rules.

All rights under FERPA transfer from the parent to the student when he or she reaches 18 years of age or attends a postsecondary institution and becomes an "eligible student." In general, upon the transfer of rights to a student, FERPA prohibits the access and release of an "eligible student's" educational records without the student's written consent. An "education record" contains information directly related to a student that is maintained by an educational agency, or institution, or by a party acting for the agency or institution.

FERPA does permit a school to disclose personally identifiable information from an "eligible student's" education record to his or her parents if the student is a "dependent student" as defined in Section 152 of the Internal Revenue Code. Therefore, generally, the school may disclose the student's education records to both parents, if either parent claimed the student as a dependent on the parent's most recent income tax statement.

In addition, schools may disclose records, without consent, to these parties or under these conditions (34 § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Authorized representatives for audit or evaluation purposes;
- Appropriate parties in connection with the student's financial aid;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- Appropriate officials in connection with health and safety emergencies;
- State and local authorities, within a justice system, pursuant to specific State law.

Eastland Fairfield Career and Technical Schools defines the following personnel as school officials:

- Director
- Financial Aid Administrator
- Fiscal Specialist or Billing Specialist
- Program Instructor or Coordinator
- Secretary

Eastland Fairfield Career and Technical Schools will only release information from a student education record as FERPA permits unless the student has signed this release that names the people who can receive the information.

Note that FERPA rules permit Eastland Fairfield Career and Technical Schools to disclose, "directory" information such as student's name, address, email, program of study, honors and awards, and dates of attendance. Also note that information an official obtains through personal knowledge or observation, or hears orally from others, is not protected under FERPA. However the school will not disclose these types of unprotected information unless the student consents.

To authorize Eastland Fairfield Career and Technical Schools to release records to parents, grandparents, spouses, guardians, or others, you must enter their names, addresses, and telephone numbers on the reverse side of this form. You must also sign and date the form. If you choose to rescind this authorization, you must do so in writing and send the request to the school services office at 4300 Amalgamated Place, Groveport, Ohio, 43125.

FERPA Release Form

Signature Page

No, Do Not Release My Information

I, _____, **do not authorize** Eastland Fairfield Career and Technical

(Please Print or Type full name)

Schools to release information from educational records. I understand that if I am under 18 years old, or a dependent for tax purposes, Eastland Fairfield Career and Technical Schools can release educational records to parents and legal guardians regardless of my consent.

Signed: _____ Date: _____

Yes, Please Release My Information

I, _____, **authorize** Eastland Fairfield Career and Technical Schools to

(Please Print or Type full name)

release the following educational records, upon request, to the designated individuals or entity listed below.

Check all that apply:

☐ All financial records ☐ Academic record/transcripts ☐ Student Conduct Records

☐ Other educational records (please specify) _____

Signed: _____ Date: _____

Designated Individuals/Entities

Name: _____

Address _____

Phone: _____

Relationship (Check one) ☐ Parent ☐ Grandparent ☐ Guardian ☐ Spouse ☐ Other: _____

Name: _____

Address _____

Phone: _____

Relationship (Check one) ☐ Parent ☐ Grandparent ☐ Guardian ☐ Spouse ☐ Other: _____

Name: _____

Address _____

Phone: _____

Relationship (Check one) ☐ Parent ☐ Grandparent ☐ Guardian ☐ Spouse ☐ Other: _____