



# The Family Educational Rights and Privacy Act of 1974 (FERPA)

The law is intended to protect the rights of parents and students with respect to validity and confidentiality of education records. Written in the terms of "parents of," the law applies to students themselves if they are 18 years or older. These students have the right to examine the content of their academic folders. Though the law gives the school 45 days to respond to a written request, at Lakeland, we ask that you simply call the Office of the Registrar and make an appointment approximately one week in advance. Original documents may not leave the Office of the Registrar.

Since others may help a student pay for his/her education, it is only fair that they are made aware of the student's progress. Grade reports are sent to the students; therefore, it is the student's responsibility to communicate with applicable parties regarding academic progress. However, Lakeland College does provide a waiver release of grade reports and other indications of academic progress to parents, guardians or others indicated.

Under the Family Educational Rights and Privacy Act (FERPA), Lakeland College is permitted to disclose information from students' education records to a student's parent if that parent claims the student as a dependent for federal tax purposes. The college presumes, for this purpose only, that all students are independent.

Students who are not claimed as dependents or do not know whether they are claimed as dependents for federal income tax purposes **must sign the following consent if they agree** that Lakeland College may disclose information from their education records to their parents, guardians, or others indicated.

If there are special conditions, such as a court order, which dictate an exception to the above policy, a copy of such condition must be filed in the student's academic folder before information can be released.

## AUTHORIZATION TO RELEASE YOUR EDUCATION RECORDS

I hereby grant Lakeland College employees and representatives permission to release information to the parties listed below. These records could include, but are not limited to, academic, financial, conduct, student development, housing and residence life records. They will **not include** any records related to medical situations, mental health counseling, employment or law enforcement. For additional information on FERPA, please visit [www.ed.gov](http://www.ed.gov) and search FERPA for students.

We will not release copies of the student's academic record to anyone without a signed (digitally or manually) Transcript Request Form from the student.

We will not change a student's directory information (address, phone number, etc.) or registration for anyone other than the student.

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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

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

Student Name (Printed): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Phone # \_\_\_\_\_ Student Email: \_\_\_\_\_

I understand that this authorization will be in effect as long as I am a student at Lakeland College, or until I revoke this authorization in writing by visiting the Registrar's Office.