

## Family Education Rights & Privacy Act (FERPA) Release

**The Family Education Rights and Privacy Act (FERPA)** is a Federal law that protects the privacy of student education, financial and academic records. For the student's protection, FERPA limits release of student record information without the student's explicit written consent. Parent(s)/Guardian(s) are not exempt from FERPA without the written consent of the student.

**Instructions:** Students complete Part A OR Parent(s)/Guardian(s) complete Part B. Return the completed form to the Office of the Dean of Academic Services.

### PART A-To be completed by the student

If you want to authorize Georgia Perimeter College to give out financial and education information to the below named person(s), please complete Part A, sign, and return this form.

#### Student Disclosure and Release of Information

I understand that any and all personally identifiable information concerning my financial and education records is protected under FERPA. I further understand that I may waive that protection and give access to my financial and education records to individuals of my choice. This release allows the below named individual(s) to access financial and education information through the Office of the Dean of Academic Services.

I agree to waive my rights under FERPA and allow the below-named person(s) to receive access to my financial and education records.

**NAME** (First, Middle Initial, & Last Name) **Please Print**

**Relationship to Student**

---



---



---



---



---



---

I acknowledge that this release is valid during my academic career at Georgia Perimeter College. By signing this release, I authorize Georgia Perimeter College to release any and all financial and educational information to the person(s) listed above. I understand I can revoke this release at any time by notifying Georgia Perimeter College in writing.

\_\_\_\_\_  
Student Name (Please Print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Date

### PART B-To be completed by the Parent/Guardian

In lieu of a student's signed release, the parent or guardian must complete Part B of this form and attach a signed copy of their most recent Federal Income Tax Return to certify that the student is their dependent according to Section 152 of the Internal Revenue Code, Part B is valid for only the current academic year. Since the IRS dependency can change annually, you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your student's financial and education records.

In order to gain access to my son's/daughter's financial and education records, I certify that I am the parent/guardian of

\_\_\_\_\_ with Student ID# \_\_\_\_\_ and that s/he is a dependent according to Section 152 of the Internal Revenue Code.

\_\_\_\_\_  
Parent/Guardian Name (Please Print)

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Address

\_\_\_\_\_  
Date

Note to Parents/Guardians: If your child is not a dependent as defined by IRS standards, we will only be able to release information about his/her financial and education records if s/he completes **PART A** of this form. In the case of divorce or separation where only one parent claims the child as a dependent, Georgia Perimeter College grants equal access to financial and education records to the other parent if the information is completed in **PART B**. Exceptions to this rule include a court order or legally binding document stating otherwise.