



Student Authorization to Release Educational Records (REV. 8-25-21)

The Family Educational Rights and Privacy Act of 1974, (FERPA), governs the release of records maintained by Chattahoochee Valley Community College (CVCC).

These records include but are not limited to student records and account information requested by parents, guardians, spouses, or other third parties. Chattahoochee Valley Community College may not disclose information from a student’s educational record without a student’s written consent.

Students, who want to allow CVCC to release information to individuals about their financial aid status, scholarships, financial or billing records, admissions status, or grade reports, must complete this release form declaring permission for CVCC to disclose educational information from the offices the students designates.

Please note that CVCC will not release student records information over the telephone or via email without verification of the identity of the recipient. Information may only be released at the designated office if identification cannot be verified.

Authorizing the release of information to a third party listed below is done at the risk of the student, and CVCC is not responsible for the security of the information after it is released.

To ensure that records and personnel are available, individuals must schedule an appointment for review of records. A picture ID is REQUIRED when information is provided.

By signing below, I also acknowledge that this form will only be in effect during the times during which I am enrolled at CVCC unless withdrawn in writing by me.

Please check and initial by the circle below indicating the information that you wish to be released to the third party listed below.

- I give Chattahoochee Valley Community College Financial Aid Office and Business Office permission to release information regarding the processing and delivery of my financial aid and scholarships and financial/billing records to the individual or organization listed below.
- I give Chattahoochee Valley Community College Admissions and Records Office permission to release information about my educational record to the individual or organization listed below.
- I give Chattahoochee Valley Community College Athletics Department permission to release information about my educational record and athletics records to the individual or organization listed below.
- I give _____ at Chattahoochee Valley Community College permission to release information about my educational records to the individual or organization listed below.

Name of third party that information may be released to:

Name of Third Party	Relationship to Student

Signed: _____ Date: _____ Student #: _____

Witness: _____ Date: _____