



CONSENT TO RELEASE INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Spartan College of Aeronautics and Technology (Spartan), with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information (PII) from a student's education records.

One such exception allows for disclosure of "directory information" without written consent, unless you have advised Spartan to the contrary in accordance with Spartan procedures. The primary purpose of directory information is to allow Spartan to include information from a student's education records in certain school or media publications. All other student information (including academic grades, daily attendance, student account and financial aid) is considered non-directory information. Non-directory information will not be released, with certain exceptions, without the student's written permission. Exceptions can be found in § 99.31 of the FERPA regulations.

Spartan encourages students to include parents and/or other family members in the educational experience. Family participation can help students persist to graduation. Please complete this form if you would like to provide consent for Spartan to release PII information to anyone who does not meet the requirements of FERPA exceptions. Note: Students cannot be denied any educational services from Spartan if they refuse to provide consent.

By signing below, I acknowledge that the school reserves the right to release "directory information" without my written consent unless the Student Records office is notified in writing to the contrary. Further, you acknowledge that should you wish to revoke your consent to release information in whole or in part, you must sign and date the bottom of this form (or provide other written notice to Spartan's records office). Verbal authorizations to release or revoke the release of information will not be accepted.

To: Registrar, Spartan College of Aeronautics and Technology

From: _____
Student's First Name (PRINT) **Middle Initial** **Last Name**

Permanent Street Address **City** **State** **Zip Code**

SECTION 1

Consent to release information to parents of dependent students

Under the Family Educational Rights and Privacy Act (FERPA), Spartan College of Aeronautics and Technology (Spartan) is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. Please indicate whether your parents claim you as a tax dependent. Please check the appropriate box:

- Yes. I certify that my parents claim me as a dependent for federal income tax purposes.
- No. I certify that my parents do not claim me as a dependent for federal income tax purposes.

Student's Signature

Date



SECTION 2

Consent to release information to individuals not exempted under FERPA regulations

If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, or you would like to consent to disclosing PII/educational records information to anyone not already exempted under FERPA regulations, please complete the information below.

I authorize Spartan to release information to the person(s) listed below for reasons determined by Spartan as appropriate.

This authorization will remain in effect as long as I am a student at Spartan, unless revoked or revised using this form (to revoke) and completing a new consent form (to revise) if desired.

Name Relationship to Student Phone Number

Name Relationship to Student Phone Number

Name Relationship to Student Phone Number

Student's Signature

Student's Printed Name Date

ONLY WRITE BELOW THIS LINE IF YOU WOULD LIKE TO REVOKE YOUR CONSENT TO RELEASE INFORMATION.

I no longer give my consent to release information to my parents or others listed above.

All Consent to Release Information forms remain on file to document the period of time the consent was granted and to whom it was granted. Should you wish to revise your consent form, please sign below and then complete a new form.

Student's Signature

Student's Printed Name

Date