



## Student Authorization to Release Records

### POLICY REGARDING RELEASE OF STUDENT RECORDS TO PARENTS

**Student Release.** Students may authorize the College to release private student records and academic information to indicated people *upon that person's request*. Students who desire this service need to complete this form and file it with the Dean of Student's Office. **This authorization is voluntary.** This authorization will remain in effect until the student provides written notice to the Dean of Student's terminating the service.

**Parental Release.** According to the Family Education Rights and Privacy Act of 1974 (FERPA), as amended, the College may provide to parents or legal guardians of dependent students information regarding academic

progress and disciplinary action *without* student consent. Status as a dependent is determined by the Internal Revenue Code of 1986, Section 152. In accordance with FERPA, parents or guardians who wish to receive such information *without* student consent must make written request to the Registrar *and provide evidence* that the parents or guardians declared the student as a dependent on their most recent Federal Income Tax Form. Gogebic Community College does not release any educational information to parents without a signed student release indicating consent.

### AUTHORIZATION TO BE COMPLETED BY THE STUDENT:

I, the undersigned student, do hereby request that any information concerning me be released to the person(s) named below upon their request. My signature authorizes the College to release information about me during the period in which I am enrolled at the College. I understand I have the right to terminate this authorization by providing written notice to the Dean of Students.

Print Student Name \_\_\_\_\_ GCC Student ID \_\_\_\_\_

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

Provide student information to:

**PRINT Name & Address of/Contact 1:**

Contact 1 Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship \_\_\_\_\_

**PRINT Name & Address of Contact 2:**

Contact 2 Name \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, ZIP \_\_\_\_\_  
Telephone \_\_\_\_\_  
Relationship \_\_\_\_\_

Please check which box of data you are authorizing us to release to the name(s) listed above:

Financial Data       Student Data       Both Financial and Student Data

**NOTICE: Authorization becomes valid when filed in the Dean of Student's Office and stays in effect while you are a current student at GCC**



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Notification of Rights under FERPA for  
Gogebic Community College

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The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. A student should submit to the Dean of Students, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901



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The confidentiality of students' educational records is protected by the Family Educational Rights and Privacy Act (FERPA), a federal law. FERPA allows the College to release student "directory information" without a student's consent, unless the student has requested in writing that such information be kept confidential. Gogebic Community College defines "directory information" as the following:

Student name, addresses, telephone numbers, major and/or minor field(s) of study, photos, participation in officially recognized activities/sports, dates of attendance, current credit load, full or part time status, awards and honors awarded, degree(s) awarded, dates that degree(s) or honor(s) were awarded.

**The most common way in which Gogebic Community College releases student directory information is:**

Through the enrollment verification process of the Dean of Student's Office or similar offices that have access to student records. The verification process verifies that a student is enrolled at the College by potential employers, credit agencies, insurance companies, lending agencies, and others. Directory information as defined above may be made available through other offices with access to student records upon similar request.

**Gogebic Community College offers students the option to keep all directory information confidential. However, please be advised that doing so will make this important information unavailable to all, including prospective employers, credit agencies, and others to whom you may want this information known. Thus it is recommended that students carefully consider whether personal privacy concerns outweigh the potential inconvenience of having directory information withheld.**