

**KINGSBOROUGH COMMUNITY COLLEGE
of The City University of New York**

FERPA RELEASE FORM - PERMISSION FOR ACCESS TO EDUCATIONAL RECORDS

This form allows students to grant third parties, including parents, access to their educational records maintained by the student's college. The Family Educational Rights and Privacy Act of 1974, As Amended, prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information)) without the written consent of the student, with certain regulatory exceptions. A description of a student's rights under FERPA is set forth in more detail on the Registrar's web page at www.kbcc.cuny.edu

PLEASE PRINT:

STUDENT'S NAME: Last Name _____ First Name _____

STUDENT IDENTIFICATION NUMBER: _____

I, THE UNDERSIGNED, HEREBY AUTHORIZE Kingsborough Community College of The City University of New York to release the following education records and information (identify records or types of records below):

These records should be released to the following person/agency (identify full name and address of person/agency to receive information):

These records are being released for the purpose stated below:

Dated: _____ **Student's Signature:** _____

Note: "Directory Information" can be given out without the student's written consent. The City University of New York defines directory information to include such information as a student's name, dates of attendance, address, e-mail address, telephone number, major field of study, degree enrolled for, date of birth, place of birth, level of education (credits completed), the most recent previous educational institution attended, enrollment status (undergraduate), full- or part-time status, degrees, honors and awards received, and photographs. This information may be released to anyone, unless restricted by written authorization of the student. Contact the Registrar's Office if you wish to restrict this information.