



DELTA COLLEGE
NON-DIRECTORY INFORMATION RELEASE FORM

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Delta College's procedures for complying with the provisions of this Act can be found in the college catalog or on the web at www.delta.edu. In accordance with FERPA, the College may not discuss your academic and/or financial information with your parents, spouse, or guardian.

By completing and signing this form, you authorize Delta College to discuss your information with your designee (parent, spouse, partner, relative, guardian, etc.).

You should give great consideration to this before choosing to exercise this option and submitting this form. You should know that by signing this form, College personnel may disclose any information pertaining to your records that you have authorized. This authorization will remain in effect until you submit written notice terminating this consent to the Office of the Registrar.

STUDENT NAME (Please Print): (LAST NAME) (FIRST NAME) DELTA ID NUMBER:

STUDENT AUTHORIZATION: (Check one box only)

I have read this document and fully understand the contents. I agree to release all information checked and initialized below:

- Initials [] All Financial Aid Records (records including but not limited to: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, or any other information contained in the application or financial aid file.
Initials [] All Academic/Transcript Records (records including but not limited to: transcripts, registration & schedule information, residency information, Satisfactory Academic Progress status, assessment test scores, and any other documentation contained in the academic records).
Initials [] All Student Account Records (records including but not limited to: nature of, amounts due, payments received and sources of payment for all student account charges; sources of, balances due and payments made to students relative to refunds, grants, scholarships, loans, and sponsors; all account payment plans; all financial holds on student accounts and records, including those related to student account balances due and/or in collection, financial aid adjustments and repayments, library fines, parking tickets, NSF and returned checks, and bankruptcy; and any other student accounts receivable information contained in student records).
Initials [] Instructor/Classroom Records (records including but not limited to: attendance records, progress reports, tests and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records which make up the final grade. FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student).
Initials [] All of the Above

State Purpose of Disclosure

[] RELEASE INFORMATION TO [] CANCEL RELEASE TO

Table with 3 columns: FULL NAME (FIRST, MI, LAST), RELATIONSHIP TO STUDENT, PIN NUMBER (only one PIN number required). Rows 1, 2, 3.

Print Name

Student Signature

Date

OFFICE USE ONLY

RECEIVED BY: OFFICE: DATE:

[] Checked Student ID