

**STUDENT CONSENT FOR ACCESS TO EDUCATION RECORDS
 OFFICE OF THE REGISTRAR**

Name of Student: (Last, First, Middle Initial)	Student ID:	Date of Birth:
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The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. While this form authorizes Monroe College to release education records to third parties, it does not obligate Monroe College to do so. Monroe College reserves the right to review and respond to requests for release of education records on a case-by-case basis.

Section A: Education records to be released (check all that apply):
<input type="radio"/> Registrar Information (grades, GPA, registration, academic progress, enrollment status, attendance records). <input type="radio"/> Financial Aid Information (awards, FAFSA application data, disbursements, loan information, eligibility, status, housing status) <input type="radio"/> Student Account Information (billing statements, tuition charges, refunds, payment information, account status (i.e. past due amounts collection activity)) <input type="radio"/> Student Conduct Records (student misconduct incident reports, disciplinary hearing results) <input type="radio"/> All of the above

Section B: The following persons may have access to my records: Relationship (parent) (guardian) (spouse) (other).				
	Last Name	First Name	Relationship	Address and Contact Number
1.				
2.				
3.				
4.				

Section C: Password:
You must establish a password with the individuals listed in Section B before we can provide access to information from your student educational records. We will not release any information from your records (other than directory information) unless the person(s) named above provides this password. For a description of directory information go to www.monroecollege.edu → About Monroe → Right to Know → Family Educational Rights and Privacy Act. Your password must contain a minimum of 6 characters and must consist of letters and numbers. My password is: _____

By signing below, I voluntarily authorize Monroe College to release indicated information to the third parties listed on this form after verifying their identity via the required password. I also understand that I have the right to revoke this consent at any time by submitting a written revision of the form to the Office of the Registrar.

Student's Signature: _____ Date: _____