



STUDENT CONSENT FOR ACCESS TO EDUCATION RECORDS

Name of Student (Last, First, Middle): Student ID: Date:

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of and access to their education records.

SECTION A. Education record to be released (check all that apply):

- Academic Information (midterm grades, final grades and GPA)
Financial Aid Information (awards, application data, disbursements, eligibility, financial aid academic progress status)
Loan Information (loan disbursements, communications history and balances)
Student Account Information (billing statements, charges, credits, payments, past due amounts, collection activity)
All records listed Above

SECTION B. Person(s) to whom access to education records may be provided:

Table with columns: Last Name, First Name, Relationship to Student, Address. Three rows for listing individuals.

SECTION C. Duration of release (check one):

- One-Time Use: This authorization can be used only once.
Limited Use: This information will be valid until revoked by the student or until the student is no longer enrolled at the college.

SECTION D. Purpose of release:

Please specify:

I understand that (1) I have the right not to consent to release my education records, (2) I have the right to inspect any written records released pursuant to this Consent, and (3) I have the right to revoke this consent at any time by delivering a written revocation to the Registration and Records Office.

Student's Signature Date

Staff Witness Signature Phone Ext. Date

- Instruction for completing this form:
1. This form must be fully completed and signed by the student in the presence of an ECC staff witness.
2. If unable to sign this form in the presence of an ECC staff witness, we can still accept the form if the signature is notarized. The form should be mailed to: Elgin Community College, Attn: Records Office, 1700 Spartan Dr., Elgin, IL 60123.