

FERPA Consent to Release Educational Records



The Family Education Rights and Privacy Act of 1974 (FERPA) is a federal law that prevents JTCC from releasing certain information from a student's record without his or her consent. A student must authorize in writing the release of their educational records to a third party. This form can be submitted in person at the Office of Admissions and Records, along with a picture ID. The form and a valid picture ID can also be electronically delivered to admissionsandrecords@jtcc.edu via your *student JTCC email account*. Please print legibly in ink when completing this form.

Student Information

Student Name: _____ Phone: _____

Student ID: _____ Date of Birth: _____

Third Party Designee

_____	_____		
Name	Relationship (Parents, Spouse, Employer, etc.)		
_____	_____	_____	_____
Street Address	City	State	Zip Code
_____	_____		
Email	Phone Number		

Passcode

Students must designate a non-sequential 5-digit passcode (i.e. not 1234) for each third party. The third party will need to provide the passcode in order to receive information over the phone. Passcode: _____

Information to be Released & Duration of Release

I authorize the release of educational records in the following areas (check all that apply):

- | | |
|--|--|
| <input type="checkbox"/> Academic Records (Unofficial Transcript Only) | <input type="checkbox"/> Student Accounts |
| <input type="checkbox"/> Financial Aid | <input type="checkbox"/> Military & Veterans Education |

Select the duration for which you authorize the release of your educational records.

Granting access to the parties listed does not preclude you from revoking access to any of the parties or record types above, if done so in writing.

Grant continuous access for my academic career. (Up to three (3) years after last semester of enrollment)

I do not wish to grant continuous access. Access should end on ____/____/____

I realize that if I choose to limit access, no information will be shared with the people listed above after the date I select. Access can only be reinstated by completing a subsequent FERPA Consent to Release Educational Records form.

Student Signature _____ Date: _____

Return Completed Form to the Office of Admissions & Records

Midlothian Campus
B106, Administration Building
800 Charter Colony Parkway
Midlothian, VA 23114-4383

Chester Campus
M101, Moyer Hall
13101 Jefferson Davis Highway
Chester, VA 23831-5316

Office Use Only

Person who entered authorization into SIS: _____ Date entered: _____