



**FLAGLER  
COLLEGE**

## **FERPA Release of Student Information**

Return to the Office of the Registrar:

Student in person delivery to: 1st Floor, Seavey Cottage, 20 Valencia st.

Email from student's Flagler email to: registrar@flagler.edu

### Section One: Specification of record(s) to be disclosed (check all that apply)

Academic Records including all of the following:

grade information, transcripts, enrollment information housed in the Office of the Registrar

Financial Record(s) including all of the following:

bills, grants, financial aid housed in the offices of Student Accounts and Financial Aid

Social and Disciplinary Record(s) including all of the following:

student history housed in the Office of Student Affairs

### Section Two: Specification of individual(s) to whom records may be disclosed

Full Legal Name

Relationship to student

email address

Full Legal Name

Relationship to student

email address

Full Legal Name

Relationship to student

email address

I, \_\_\_\_\_, request that Flagler College representatives release all  
(Student Full Legal Name)  
requested information regarding my records selected in section one to the individuals listed in section two.

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits access to, or release of, education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student with certain regulatory exceptions. Directory information is defined by Flagler College as student name, physical address, email address, telephone number, date and place of birth, major field of study, dates of registered attendance, enrollment status, photographs, degrees and awards received, date of graduation, the most previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Please note that "directory information" may be given out without the student's written consent unless a request to withhold directory information has been filed. A request to Withhold directory information form can be requested from the office of the registrar. A description of students' rights under FERPA is set forth in more detail in the college catalog.

By signing below, I indicate that I understand the information detailed above and that this authorization shall remain in effect until it is rescinded in writing to the Registrar's Office.

student signature

date

student ID

**FOR OFFICE USE ONLY**

Original: Office of the Registrar - Permanent File  
Copy: Academic Advisor(s): \_\_\_\_\_  
Student