



136 Clinton Point Drive, Plattsburgh, New York 12901 (518) 562-4200 Fax: (518) 562-4158 www.clinton.edu

Family Educational Rights and Privacy Act (FERPA) Waiver

PURPOSE: This form should be completed by students to grant/revoke access to their education records to other people such as a parent, spouse, etc.

POLICY: In compliance with FERPA, Clinton Community College maintains two types of student education records: directory information and non-directory information. Directory information is considered public information and may be released by the college upon request in accordance with existing law. At CCC, directory information includes name, address (city and state of residence only), level, field of study, enrollment status, dates of attendance, degree awarded and date conferred, awards and honors received, prior attendance at other schools, and participation in officially recognized activities and sports. All other information is considered non-directory information and may only be released based on the student's consent. In order to provide others access to these records, the student must sign this waiver.

Student Name (Please Print)

CCC ID Number

I grant access to my education records at Clinton Community College to the individual(s) listed below. I understand that this request is permanent and will remain in effect until I request in writing that the waiver be revoked.

Name: _____

Relationship: _____

Name: _____

Relationship: _____

Student Signature: _____

Date: _____

Revocation of the Release of Education Records

I acknowledge that by signature below, I no longer waive my rights under FERPA and I am withdrawing my permission to release any student education records to those individuals identified on this document. I further understand that if I wish to grant access to my records that a new release form will need to be completed.

Student Signature (Required)

Date:

Office Use Only

Date Processed: _____
Processed By: _____