



## Authorization to Release Information to a Third Party

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's written consent. You can waive this right for a third party, including a parent, guardian or spouse, by completing this form.

This authorization will be effective until you withdraw it by re-submitting this form to the Registrar's Office.

\_\_\_\_\_ **I hereby authorize access to my academic/financial information to the following individual:**

\_\_\_\_\_ (print full name) \_\_\_\_\_ (relationship)

\_\_\_\_\_ **I hereby cancel authorization for access to my academic/financial information for the following individual:**

\_\_\_\_\_ (print full name) \_\_\_\_\_ (relationship)

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\_\_\_\_\_ **I hereby request that all information (including directory information) be kept confidential and not released to anyone outside of Ivy Tech Community College.** *(this would include potential employers who would call to inquire about degree verification, etc.)*

\_\_\_\_\_ *Check here if you are involved in any student organization through Student Life.*

\_\_\_\_\_ **I hereby cancel my request that all information be kept confidential.**

\_\_\_\_\_ (student signature) \_\_\_\_\_ (date)

\_\_\_\_\_ (print full name) \_\_\_\_\_ (student id)

**Return this form to the Registrar's Office – Coliseum Campus, Room 1260  
3800 North Anthony Blvd., Fort Wayne, IN 46805**

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