



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)

_____ 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 – Student Life Center – Room 121