



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