



CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS

If any person other than you needs or will need access to your education records maintained by San Juan College, complete this form and return it to the Office of Admissions and Records. Other College officials may take this form directly from the student and forward to the Office of Admissions and Records.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA defines the requirements for access to and release of student education records. Student education records are defined as records that are directly related to a student and are maintained by an educational institution. San Juan College has designated certain parts of a student's education record as "Directory Information," (see below) which may be disclosed to third parties without the student's written permission. Student education records include, but are not limited to, course grades, billing records, and disciplinary records.

In general, education records that are not designated Directory Information may be disclosed only to the student unless the student provides written consent to disclose those records to other persons. However, disclosure of non-directory information may be made to (1) an individual who claims the student as a dependent on the individual's federal income tax return, as defined in Section 152 of the Internal Revenue Code, (2) to parents or legal guardians of a student who is under 21 years of age and has been disciplined by the college for any alcohol or drug policy violations, and (3) to parents or legal guardians of a student who is in a health and safety crisis.

PLEASE PRINT LEGIBLY

I, _____ Student ID Number _____,
hereby give my permission to San Juan College to release my education records to the following person(s). **This release shall remain in effect until I submit a separate written request to the Office of Admissions and Records to change or rescind it.**

NAME RELATIONSHIP

1. _____
2. _____
3. _____

Student Signature: _____ Date: _____

Registrar's Office Use Only:

Processed by: _____ Date: _____

Directory Information as Defined by San Juan College:

Student's Name
Address & Telephone Numbers
San Juan College Email Address
Date and Place of Birth
Program of Study
Dates of Attendance
Degree Information (includes degree, date conferred, honors, awards, scholarships, and academic awards)
Enrollment Status
Participation in Recognized College Activities
Most Recent School Attended