



Haywood Community College

Student Authorization to Release Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), when a student reaches the age of 18 or is attending an institution of post secondary education at any age, the rights of access to student records "transfer from the parents to the student" and the student has the sole right to his/her educational records – **UNLESS** the parents submit verification that they claimed the student as a dependent on their most recent Federal Income Tax return **OR** the student submits written authorization to release information to their parents to the Office of the Registrar at Haywood Community College.

PART I. Authorization to Release Information to Specified Individuals

By signing this form, I understand that I am authorizing Haywood Community College to release the indicated information to the person(s) specified. I understand that this release does not include medical or counseling information. **If you wish to release the following information**, please **initial the items** that you are authorizing the College to release *and* the **names and addresses** of the persons to whom you are authorizing to be eligible to receive this information.

- Academic Information:** registration, attendance, grades, academic awards, and academic disciplinary action.
- Financial Aid Information:** status of awards, types of awards, amount of awards.
- Office of Finance Information:** billing items, amounts, due dates, status of account.
- Campus Life Information:** housing information, phone number, address, Campus Life awards, student conduct violations, disciplinary action, status of completion of disciplinary sanctions.

The above indicated information may be released to the following individuals: (Please Print)*

Name 1: _____	Name 2: _____
Address 1: _____ _____	Address 2: _____ _____
Phone 1: (____) _____	Phone 1: (____) _____
Relation: _____	Relation: _____

* If you require an additional, specific individual(s) to receive information, attach the form *Authorization of Additional Grade Recipient*.

PART II. Authorization to Release Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Haywood Community College may release the **Directory Information** **WITHOUT** a student's written consent **UNLESS** the student requests the following information to NOT be released: name, address, telephone number, e-mail address, photograph, date of birth, place of birth, major field of study, participation in sports and activities, weight and height of members of athletic teams, dates of attendance, enrollment status, degrees, honors and awards, most recent educational agency or institution attended.

If a student does not authorize Directory Information to be released, the student will not be included in news releases in area and home newspapers and on radio and TV broadcasts regarding honors and awards, and participation in campus activities; on the Haywood Community College web-site; and in campus programs, publications, and directories.

YES My directory information **may be** released. NO My directory information **may NOT be released**.

Name of Student (Please Print) _____	SS# _____
Signature of Student _____	Date _____

This signed document **will remain in effect** at Haywood Community College until the student completes a new form in the Office of the Registrar to reflect change(s) of status. All documents are on file in the Office of the Registrar, 1500 Building, at Haywood Community College.