



Ferrum College

Education Record Release Form

Ferrum College respects the privacy of its students; therefore, the agents and employees of the college strictly adhere to the *Federal Educational Rights and Privacy Act of 1974 (FERPA)*. Ferrum College maintains the following directory information:

- name
- address
- hometown
- high school attended
- previous or future institutions of study
- parents'/guardians' names and hometowns
- telephone listing
- electronic mail address
- photograph or video clip
- date and place of birth (student age)
- dates of attendance
- class year
- major field of study
- degrees, honors, and awards received
- grade point average, in recognition of achievement
- research or special curricular projects
- weight and height of members of athletic teams
- athletic record
- participation in officially recognized activities and sports

The primary purpose of the directory information is to allow the college to include this type of information from your education record in certain college publications. Examples include: college directory; yearbook; honor roll or other recognition list; graduation programs; news/publicity releases; and sports activities list, showing weight and height of team members. The act provides student directory information that can be made available unless the student makes a written request to withhold directory information (contact - Registrar's Office for additional Information).

No other information will be made available unless the student gives Ferrum College written permission to release information to specific individuals regarding academic progress, student conduct, and financial affairs. An exception may include notification of appropriate individuals in a health or safety situation. This form may be completed and changed online through the student's I-Assistant account.

Individuals requesting information regarding a student's academic progress, student conduct, and financial affairs will be asked for an identifier, which must be personal information that pertains to the student.

FERPA Education Record Release Form

I hereby grant Ferrum College employees and representatives permission to release information about my academic progress, student conduct, and financial affairs to the following persons. I understand that my permission remains in effect until such time as I revoke it in writing.

Please print:

_____	_____	_____
Name	Relationship to Student	Phone Number
_____	_____	_____
Name	Relationship to Student	Phone Number
_____	_____	_____
Name	Relationship to Student	Phone Number

Student ID # _____

Student Name, including middle initial (Print)

_____/_____/_____
Student **Birth** Date

Home Address

Student Signature

Date Completed

Return to: Office of Student Affairs
P.O. Box 1000
Ferrum College
Ferrum, VA 24088