



## FERPA Education Record Release Form

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

- name
- legal home permanent address
- hometown
- high school attended
- previous or future institutions of study
- parents'/guardians' names and hometowns
- campus email address
- photograph or video clip
- 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
- athletic information (as provided on athletic bio form)
- participation in officially recognized activities

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. The Act provides that student directory information can be made available unless the student makes a written request to withhold directory information (contact the 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.

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.

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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.

Please print the information below and indicate whether you are adding or deleting someone. If neither is checked, those persons listed below will be added. If you would like someone deleted whom you had added at another time prior to filling out this form, that person must be listed below and the appropriate box checked. **No one will be deleted unless specifically indicated by a check in the correct place below.**

<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____	_____	_____	_____
		Name	Relationship	Email	Phone Number
<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____	_____	_____	_____
		Name	Relationship	Email	Phone Number
<input type="checkbox"/> Add	<input type="checkbox"/> Delete	_____	_____	_____	_____
		Name	Relationship	Email	Phone Number

Student Name (PRINT first, middle initial, last)

Student ID#

Last Four Digits of Student's SS#

Student Email

Student Date of Birth

Parent/Guardian Name (PRINT first, middle initial, last)

Parent/Guardian Email

Student Signature

Date Completed

**RETURN TO:** Office of Academic Affairs, Room 103, John Wesley Hall, Ferrum College, P.O. Box 1000, Ferrum, VA 24088  
**OR email** [academicaffairs@ferrum.edu](mailto:academicaffairs@ferrum.edu)