



Texas 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 Texas College.

PART I Authorization to Release Information to Specified Individuals

By signing this form, I understand that I am authorizing Texas College to release the indicated information to the persons(s) specified. I understand that this release does not include medical or counseling information. **If you wish to release the following information**, please **check 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
- Student Affairs 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 2: () _____

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), Texas 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 Texas College web-site; and in campus programs, publications, and directories.

YES () My directory information *maybe* released **NO () My directory information *may NOT* be released**

Name of Student (Please Print) _____ Last 4 of SSN# _____

Student Signature _____ Date _____

This signed document **will remain in effect** at Texas 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, 2404 N. Grand Ave., Tyler, TX 75702 at Texas College.