

**SOUTHWESTERN COLLEGE
OFFICE OF THE REGISTRAR**

CONSENT TO RELEASE STUDENT EDUCATION RECORD INFORMATION

Student Name (Last, First, MI)

Student Identification Number or SSN

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, seeks to guarantee both a student's right of access to records and the confidentiality of student information. In accordance with federal law and College policy, we generally will not share student academic information (apart from directory information) with third parties, including parents or spouses, without student consent.

This form allows students to grant parents, guardians, spouse, and/or others access to their education records maintained by Southwestern College.

All permissions granted will stay in effect until revoked by the student.

Note: this form pertains to all academic records, including financial information associated with those records. This form does not pertain to medical records or inquiries. Please return this form to the Office of the Registrar, 100 College St, Winfield, KS 67156; FAX (620) 229-6384; or e-mail scanned copy to registrar@sckans.edu.

STUDENT CONSENT

I give my permission for the following person(s) to have access to my academic records. **Note: If directory information has been restricted (see back page for definition), then no information will be released even to the parties designated below.**

Student's Signature

Date

Name: _____

Relationship to Student: _____

Address & Telephone #: _____

Name: _____

Relationship to Student: _____

Address & Telephone #: _____

Identity Question/Answer for designated person(s) (complete one)

- 1) In what state was your mother born? _____
- 2) What was the name of the street on which you grew up? _____
- 3) What was the name of your first pet? _____

Rev 4/11

**IMPORTANT! COPY OF THIS FORM SHOULD BE KEPT BY DESIGNATED PERSON(S).
IDENTITY QUESTION WILL BE USED AS PART OF VERIFICATION PROCESS.**

WHAT DOES SOUTHWESTERN COLLEGE CONSIDER DIRECTORY INFORMATION?

Directory information can be given out *without* the student's written consent. Southwestern College defines directory information as:

Academic level (class level)	Enrollment status (FT/PT; currently enrolled; number of credits enrolled in)
Address (local, permanent, parent/guardian)	Height and weight of athletes
Awards and honors received	Major and Minor
Class type (Main Campus or Professional Studies)	Most recent education institution attended
Date of birth	Name
Dates of attendance	Organization and sports participation
Degrees received	Phone (local, permanent, parent/guardian)
E-mail address	Video/Photograph

This information can be released to anyone, unless restricted by written authorization of the student. Contact the Office of the Registrar if you wish to restrict this information.

Note: If directory information has been restricted, then no information will be released even to parties designated on this form.

**IMPORTANT! COPY OF THIS FORM SHOULD BE KEPT BY DESIGNATED PERSON(S).
IDENTITY QUESTION WILL BE USED AS PART OF VERIFICATION PROCESS.**