

# PAUL QUINN

## Student Information Release Form (FERPA)

### DIRECTIONS

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's personal identifiable information that is maintained in education records which includes directory information such as:

- Student's Name
- Student's Identification Number
- Home Address
- Other information which can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

The law applies to all schools that receive funds under a U.S. Department of Education program. This act protects your personal information from being distributed to third parties without your consent, unless permitted by law. Third parties include:

- Sponsors
- Parent or Guardian
- Place of Employment
- Other personnel of or no relation to you.

Under FERPA, Paul Quinn College is permitted to disclose information from your education records to your parents if your parents (or one of your parents) claim you as a dependent for federal tax purposes. If you are not claimed as a dependent or you do not know whether you are claimed as a dependent for federal income tax purposes, but you agree that Paul Quinn College may disclose information from your education records to your parents, please sign the following consent:

<b>Section A. Student Information – provide information that is currently in use.</b>	
Name (First, Middle Initial, Last)	Student ID Number
Current Mailing Address (Street and Apartment Number, City, State, and Zip Code)	Cell Phone Number
Personal Email Address	
<b>Section B. Third Party Designee – who are you giving access to?</b>	
Name (First, Middle Initial, Last)	Relationship to student
Current Mailing Address (Street and Apartment Number, City, State, and Zip Code)	Cell Phone Number
Personal Email Address	
<b>Section C. Educational Records to be released to Third Party Designee – what information do you want shared. (Check all that apply)</b>	
<input type="checkbox"/> <b>General Information</b> – Includes admission, registration, financial aid, student account/billing, enrollment, grades, TSI (Excludes counseling, housing, student conduct/disciplinary records and Title IX; counseling, housing, student conduct/disciplinary records may be requested through their respective offices.)	
<input type="checkbox"/> <b>Partial Information</b> – Specify records to be shared below (i.e. admissions, academic, financial aid, student accounts/billing, etc.) (Excludes counseling, housing, student conduct/disciplinary records and Title IX; counseling, housing, student conduct/disciplinary records may be requested through their respective offices.)	
<b>Section D. Payment Designee – If you have an outstanding balance on your student account, who do you permit to help pay it? The college will contact this person only when necessary to address your financial obligations.</b>	
Name (First, Middle Initial, Last)	Relationship to student
Current Mailing Address (Street and Apartment Number, City, State, and Zip Code)	Cell Phone Number
Personal Email Address	

I authorize the college to utilize the above information to update my official records. This authorization does not permit the third party to make any changes. This form must be completed, signed, and returned to the Registrar's Office before any information can be released to the above designer. Return the form to [mmitchell@pqc.edu](mailto:mmitchell@pqc.edu)

Student Signature

Date Signed