

## PERMISSION TO DISCLOSE EDUCATION INFORMATION

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the Corcoran is prohibited from providing non-directory information from your student records to a third party, such as information on grades and other academic records, tuition and fees assessments, financial aid, and other student records.

You may, at your discretion, grant the Corcoran permission to release your records to a third party by submitting this form to the relevant office noted in the "Education Records to be Released" section below. The information will only be made available if requested by the authorized third party. They will not be automatically be sent the information. For the party designated on this form, this release overrides FERPA directory information suppression information that you have requested.

**Please note that this release has no expiration date and remains valid unless revoked in writing by the student.**

### STUDENT INFORMATION:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Student ID#: \_\_\_\_\_ - \_\_\_\_\_ Degree:  Associates  Bachelor  Masters  Continuing Education

### Address

LOCAL \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ Email \_\_\_\_\_@corcoran.edu

### RECIPIENT INFORMATION:

1) First Name \_\_\_\_\_ Last Name \_\_\_\_\_

School, agency, organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Student:  Parent/Guardian  Spouse  Landlord  Other \_\_\_\_\_

2) First Name \_\_\_\_\_ Last Name \_\_\_\_\_

School, agency, organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Cell: \_\_\_\_\_ Email \_\_\_\_\_

Relationship to Student:  Parent/Guardian  Spouse  Landlord  Other \_\_\_\_\_

### EDUCATION RECORDS TO BE RELEASED:

**Registrar's Office** records

(ex. may include grades, GPA, advising, enrollment, academic standing, demographic, immunization, etc.)

**Financial Aid/Student Accounts Office** records

(ex. may include awards, disbursements, eligibility, financial aid satisfactory academic progress, billing statements, charges, credits, payments, past due amounts, collection activity etc.)

**Student Affairs Office** records

(ex. may include Registrar records noted above, housing, disciplinary, medical/psychological, etc.)

### Required Signature

I authorize the Corcoran College of Art and Design to release the education records to the recipient listed above.

Student Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Office Use Only: