

STUDENT CONSENT TO RELEASE EDUCATION RECORDS

ADMISSIONS AND RECORDS

VALENCIA COLLEGE

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides for a category of student information termed "directory information" which is available to all persons upon request unless the student places a "confidential hold" on his/her records.

DIRECTORY INFORMATION:

- Student's name
- Major field of study
- Dates of attendance
- Dates of degrees, honors or awards received

Subscribed and sworn to before me this _____ day of _____, 20____
_____, Notary
Public _____ County My Commission
Expires: _____

Education records other than directory information may be released only with the written permission of the student or as otherwise permitted by law.

I, _____, freely and voluntarily consent to the release of information from my education record to the following:

NAME OF PARTY TO WHOM DISCLOSURES MAY BE MADE

NAME	RELATION TO STUDENT		
Legal-Ease Digital Imaging, LLC			
ADDRESS OF PARTY			
2496 Meadowcroft Dr			
CITY	STATE	ZIP	
Burton	MI	48519	
PHONE			
1(855) 534-4003			

NAME OF PARTY TO WHOM DISCLOSURES MAY BE MADE

NAME	RELATION TO STUDENT		
ADDRESS OF PARTY			
CITY	STATE	ZIP	
PHONE			

THE STUDENT AND/OR AUTHORIZED PERSON MUST PRESENT A PHOTO ID WHEN SUBMITTING THE FORM. TO ENSURE THE PRIVACY OF STUDENT RECORDS, INFORMATION WILL ONLY BE RELEASED IN PERSON AT ONE OF OUR ANSWER CENTERS. INFORMATION WILL NOT BE RELEASED OVER THE TELEPHONE.

Purpose of Disclosure: Litigation

Education Record(s) Which May Be Disclosed:

☒ All Education Records ☐ Other (please specify) _____

Period of Time During Which Consent Shall Be Valid From: _____ To: _____

If no date is indicated, the consent will expire when the student ceases to be a student at Valencia College.

STUDENT INFORMATION

FIRST NAME	M.I.	LAST NAME		
VALENCIA ID/SOCIAL SECURITY NUMBER	EMAIL		PHONE	
ADDRESS	CITY		STATE	ZIP

I have completed all sections accurately and truthfully, including information verifying my identity.

STUDENT SIGNATURE

PRINTED NAME

DATE

The completed form along with a copy of photo identification can be submitted at an Answer Center on any of our campuses. Please allow up to 5 days for processing the request.

Equal Access/Equal Opportunity Institution