



FERPA EDUCATIONAL RECORD RELEASE FORM

Office of the Registrar/Admissions
PO Box 749 Barrow, AK 99723
907-852-1754 or 1757 fax: 907-852-1784
registration@ilisagvik.edu

STUDENT NAME: _____
Last First Middle

SSN: _____ or STUDENT ID #: _____

EMAIL: _____ PHONE: _____

I hereby give appropriate employees at Ilisagvik College permission to release information about my academic progress, student conduct, attendance, and financial affairs to the following persons or entities until such time as I formally revoke the permission:

NAME: _____ PHONE: _____

RELATIONSHIP TO STUDENT: _____

PASSWORD: _____

ACCESS TO (check all that apply): Transcripts Billing Grades Other _____

NAME: _____ PHONE: _____

RELATIONSHIP TO STUDENT: _____

PASSWORD: _____

ACCESS TO (check all that apply): Transcripts Billing Grades Other _____

NAME: _____ PHONE: _____

RELATIONSHIP TO STUDENT: _____

PASSWORD: _____

ACCESS TO (check all that apply): Transcripts Billing Grades Other _____

I understand further that:

1. I have the right not to consent to the release of my records
2. I have the right to receive a copy of such records upon request
3. That this consent shall remain in effect until revoked by me, in writing, and delivered to Ilisagvik College, but that any such revocation shall not affect disclosures previously made by Ilisagvik College prior to the receipt of any such written revocation
- 4. I must share the password(s) above with the person or entity to whom I am releasing information**

STUDENT SIGNATURE: _____ DATE: _____

REGISTRATION SIGNATURE: _____ DATE: _____

Return this form to the Ilisagvik College Registrar's Office
OVER FOR MORE INFORMATION ABOUT FERPA DIRECTORY INFORMATION

FERPA DIRECTORY INFORMATION

Iļisaġvik College respects the privacy of its students; therefore, the employees of the college strictly adhere to the *Family Educational Rights and Privacy Act of 1974* (FERPA).

FERPA protects a student's right to privacy by limiting information which can be released to the public in what is referred to as Directory Information. Directory Information is that part of an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. Directory Information can NEVER include: student identification number, race, social security number, ethnicity, nationality, or gender.

Iļisaġvik College maintains the following directory information:

- Name
- Legal Home Permanent Address
- Hometown
- High School Attended
- Previous or Future Institutions of Study
- Parent or Guardian Names and Hometowns
- Campus Email Address
- Photographs or Video Clips
- Dates of Attendance
- Class Year
- Major Field of Study
- Degree, Honors, and Awards Received
- Grade Point Average
- Research or Special Curricular Projects
- Participation in Officially Recognized Activities

The primary purpose of the directory information is to allow the college to include this type of information from your educational record in certain college publications. Examples include: college directory; yearbook; honor roll or other recognition list; graduation programs; news/publicity releases; and activities list.

No other information will be made available unless the student gives Iļisaġvik College written permission to release information to specific individuals regarding academic progress, student conduct, attendance, and financial affairs. An exception may include notification of appropriate individuals in a health or safety situation.

Individuals requesting information regarding a student's academic progress, student conduct, attendance, and financial affairs will be asked for an identifying password created by the student and included in this form. **The student must share the password with the person to whom records are to be released.** If the password is forgotten, the student must complete a new form.