

Cumberland

COUNTY COLLEGE

P.O. BOX 1500 - COLLEGE DRIVE
VINELAND, NEW JERSEY 08362-1500
Phone: 856-691-8600

Student Consent Form for Release of Academic Records

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records. Students may choose to complete and submit this form to the Office of Enrollment Services allowing the release of their education records to specified third parties. Please note that while this form authorizes Cumberland County College to release education records to third parties, it does not obligate Cumberland County College to do so. Cumberland County College reserves the right to review and respond to requests for release of education records on a case-by-case basis.

SECTION A. Education records to be released (check all that apply):

- Academic Information** (transcripts, grades/GPA, registration, student ID number, academic progress, enrollment status)
- Loan Information** (maintained loan disbursements, billing and repayment history [including credit reporting history], Communication history, balances, collection activity.)
- Student Account Information** (billing statements, charges, credits, payments, past due amounts, collection activity)
- Financial Aid Information** (awards, application data, disbursements, eligibility, financial aid academic progress status)
- All Records Listed Above**
- Other** (please specify): _____

SECTION B. Person(s) to whom access to education records may be provided: 1) School District & 2) Parent/Guardian

1) Cumberland County Board of Vocational Education/CCTEC
 Name(s) of person(s) to whom access to records may be provided - MUST PRESENT VALID ID (use additional pages if necessary)
3400 College Drive, Vineland, NJ Office of Student Services
 Address(es) of person(s) to whom access to records may be provided Relationship to Student

2) _____
 Name(s) of person(s) to whom access to records may be provided - MUST PRESENT VALID ID (use additional pages if necessary)

 Address(es) of person(s) to whom access to records may be provided Relationship to Student
Please identify a 4-digit PIN that will be required upon accessing student records: _____

SECTION C. Duration of release (check one):

- One-Time Use:** This authorization can be used only once.
- Limited Use:** Valid for one academic year, starting: September 2018

SECTION D. Purpose of release (check one):

- Family Communications**
- Employment**
- Admission to an Educational Institution**
- Other** (please specify): High School Graduation Requirements/HS Transcripts

I understand that (1) I have the right not to consent to the release of my education records and (2) I have the right to revoke this consent at any time by delivering a written revocation to Cumberland County College's Enrollment Services Department.

Student's Signature	Date	Signature of Parent or Guardian (if under 18)	Date
Student's Print Name	ID #	Print Name of Parent or Guardian	

INSTRUCTIONS FOR COMPLETING THIS FORM:

1. The form must be fully completed and signed by the student. Records cannot be released if any Section of this form is not filled out entirely.
2. Completed forms should be submitted to, or mailed to, the Office of Enrollment Services, Cumberland County College, PO Box 1500, 3322 College Drive, Vineland, NJ 08362-1500. Questions about this form may also be directed to Enrollment Services at (856-691-8600, ext. 1336).

This information is released subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

OFFICE USE ONLY

Date Received: _____
 Date of PERC Hold: _____

Parent/Guardian PIN: _____

Student Records

The Family Educational Rights and Privacy Act – FERPA provides the requirements designed to protect the privacy of students and their records. This Act protects the access and release of educational records and defines student rights concerning their records.

Cumberland County College will not release any information other than directory information to an unauthorized person without the student's written consent. At Cumberland County College, directory information includes the student's name, major field of study, dates of attendance, degrees and awards received, and most previous educational institution attended, participation in officially recognized activities and sports, weight, heights, and hometown and high school, if a member of an athletic team. Students may withhold disclosure of their director information by written notification to the Vice President of Academic & Student Affairs.

Students have the right to access and challenge any part of their educational records. Procedures and student rights for access and release of student records, are available in the Admissions and Registration Office and the Vice President of Academic and Student Affairs Office.