



FERPA Release Form

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the College cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the expressed written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes. The complete KVCC FERPA Policy is available at the following link:

<https://www.kvcc.me.edu/academics/information/registrars-office/ferpa/>

Students may grant any third party (e.g., spouse, parent, and/or sponsor) permission to access their education records or any portion thereof by completing this form and returning it to the appropriate records custodian.

Section A – FERPA Release (please print clearly)

Please note that this consent only permits the disclosure of records maintained in the office/unit/department indicated below. As such, records maintained in other offices will not be disclosed because of this authorization.

I, _____ (please print), authorize the release of (please initial the option you wish to select)

____ All my records maintained by the Financial Aid Office, the Student Accounts Office, and the Academic Affairs Office at Kennebec Valley Community College.

OR

____ The portion of my records maintained by the Financial Aid Office at KVCC

____ The portion of my records maintained by the Student Accounts Office at KVCC

____ The portion of my records maintained by the Academic Affairs Office (grades, GPA, registration, academic progress and enrollment)

To (person(s) to whom disclosure should be made):

Full Name (First, MI, Last)

Relationship to Student

Date of Birth

Section B – Student Authorization & Signature

In giving this authorization, I knowingly and willingly waive all privacy and confidentiality rights to which I am entitled under Federal, State or Local law or under College rules, regulations, statutes or policies. I further agree to hold Kennebec Valley Community College, its officers, employees, representatives, agents and assigns free and harmless from all lawsuits or causes of action which may arise because of this authorization. **I further understand that the FERPA request will remain valid unless revoked. I may revoke this consent at any time upon written notice to the office/unit/department indicated above.**

KVCC Student Signature

Date

KVCC ID Number

Kennebec Valley Community College is an equal opportunity/affirmative action institution and employer. FMI, 207-453-5019