



FERPA Student Records Release Form

Revised 4-19-18

It is the policy of Tulsa Community College, in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. A description of these rights can be viewed in the TCC Student Policies and Resources Handbook.

Student ID Number: T _____ **Full Legal Name:** _____

Types of Information to Release: (Check all that apply)

<input type="checkbox"/>	All Records	
<input type="checkbox"/>	Accounting Records	Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements and collections, debt information, and any other accounts receivable information contained in student account records.
<input type="checkbox"/>	Admission Records	Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status, conditions of admission, and any other information contained in student admission records.
<input type="checkbox"/>	Enrollment Records	Includes current class schedule, dates of enrollment activity, enrollment status, residency status, semesters attended, test scores, mailing address information and any other information contained in student enrollment records.
<input type="checkbox"/>	Academic Records	Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, degrees awarded, and any other information contained in the academic records.
<input type="checkbox"/>	Financial Aid Records	Includes all general financial aid information. Includes status of file, award and disbursement of funds information, Satisfactory Academic Progress, income information, and any other information contained in student financial aid records.
<input type="checkbox"/>	Disciplinary Records	Includes all disciplinary records contained in student files.

I give permission to Tulsa Community College to release the selected information to the recipient(s) listed below:

Check one box per line:

Release to Revoke access to **Name:** _____ **Relationship:** _____

Release to Revoke access to **Name:** _____ **Relationship:** _____

Release to Revoke access to **Name:** _____ **Relationship:** _____

Statement of Understanding:

- * I understand that information releases remain in effect until I revoke such consent in writing and the revocation is delivered to a TCC Enrollment Services Office.
- * My signature indicates my consent to release or to revoke the above information to the designated individual(s)/organizations(s) listed on this release.
- * I also understand that if I am a dependent for tax purposes, TCC can disclose such information's to parents and legal guardians regardless of my consent.
- * Medical records are not covered under FERPA rules.

Signature: _____ **Date:** _____

Return to any campus Enrollment Services office or return by mail or e-mail with a copy of Student's Valid Photo ID to:

Records and Student Completion Services, Tulsa Community College
909 S Boston Ave Tulsa, OK 74119
records@tulsacc.edu

OFFICE USE ONLY:

Student returned in person- Staff Verified Photo ID Student returned via TCC E-mail Account Student returned via fax or e-mail w/ Photo ID

Received by: _____ Date: _____