



## AUTHORIZATION TO RELEASE OR WITHHOLD INFORMATION

This form serves as student consent for records to be released to parent(s), legal guardian(s), other tuition providers or other indicated individuals. This form may also be used to opt out of directory information disclosure. Exceptions may include those with a legitimate education interest, such as auditors.

This consent shall be valid throughout the student's enrollment at Coastal Alabama Community College and thereafter, but may be modified or rescinded by the student at any time. The recipient(s) of the student's information (as named below) agree that they shall not disclose the specified information to third parties without the express written consent of the student.

**ATTN STUDENT:** You **MUST** return your signed, completed form via email to the Registrar's Office at [Registrar@CoastalAlabama.edu](mailto:Registrar@CoastalAlabama.edu). **The form MUST be sent from your Coastal student email account.**

**A scanned picture ID of the student and ALL indicated individuals listed MUST accompany this request (driver's license, passport, official government ID).**

<b>Student Name:</b>
<b>Student ID#:</b>

### PLEASE READ:

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the undersigned student hereby allows Coastal Alabama Community College to disclose the information specified below to the following:

<b>Name:</b>		<b>Relationship:</b>	
<b>Name:</b>		<b>Relationship:</b>	
<b>Name:</b>		<b>Relationship:</b>	
<b>Name:</b>		<b>Relationship:</b>	

### INFORMATION TO BE RELEASED:

The following information from my educational records at Coastal Alabama Community College may be disclosed to the above specified person(s) (check all that apply):

- Schedules, Grades, Academic Standing
- Disciplinary Records
- Tuition & Fees Statements
- All records or information
- Please do NOT release my Directory Information to anyone other than those defined as having a legitimate educational interest. Directory Information is listed in the Student Handbook section of the current college catalog.

I have read and understand the contents of this form pertaining to the Family Educational Rights and Privacy Act of 1974 (FERPA).

\_\_\_\_\_  
**Student's Signature**

\_\_\_\_\_  
**Date**