



Pratt Community College

FERPA Information and Waiver

Student Name: _____ Student PCC#: _____

The Family Educational Rights and Privacy Act (FERPA) of 1974 (the Buckley Amendment) ensures students of their right to privacy and confidentiality concerning their educational records. With a student's written consent, the Registrar (or PCC designee) may disclose any confidential information on file to any individual or agency named by the student.

This form serves as a means for students to give the Registrar (or PCC designee) permission to discuss their academic records with someone other than themselves (i.e., parent, guardian, etc.).

Written consent will be kept permanently on file. The Office of the Registrar (or PCC designee) will release information regarding the student's educational record to those persons(s) who have been designated on this form. If, for any reason, a student decides to cancel this release, the student must submit a letter withdrawing consent, indicate the person(s) affected, and send or deliver the written notice to **Pratt Community College-Office of the Registrar, 348 NE SR 61, Rm. 77, Pratt, KS 67124.**

Please select one of the following:

- ☐ I ***do not*** wish to grant any individual(s) or agencies access to my educational records.
- ☐ Please allow the listed individuals or agencies to access my educational records.

Understanding my privacy rights under FERPA, I consent to grant access to my educational records to the individual(s) or agencies listed below:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Student-created Password: _____ *(The student is responsible for notifying the above with the password)*

I understand that this release of information allows the individuals above to discuss my educational records with college officials. This release **DOES NOT** permit the individuals listed above to request official documents, make changes to my records, or otherwise conduct educational business on my behalf (i.e., order official transcripts and drop/add/withdraw classes). College officials may discuss details of all educational records with the individuals listed above, including grades, class schedules, academic standing, disciplinary records, and business office information. This release **excludes** sharing information from campus security and medical records. This release is in effect until revoked in writing. **Educational records include grades, transfer information, academic transcripts, class schedules, disciplinary records, and academic standing.**

Student's signature: _____ Date: _____

Received By: _____ Date: _____