



Release of Student Record Information Authorization at Parent/Guardian Request

The Family Educational Rights & Privacy Act of 1974 (FERPA) restricts the type and amount of student information that may be released without a student's written permission. Parent and legal guardians may be eligible to obtain student record information for a dependent child provided the parent or legal guardian meets the criteria as determined by federal law. A parent wishing to obtain information without the student's consent must complete this form, have it notarized, and submit the form to the Registrar's Office. (The Registrar's Office has Notary Public service available for this purpose.) Once the original form is notarized and filed in the Registrar's Office, the parent will be provided a copy of the document. The College reserves the right to require documentation to establish dependency.

This form allows the release of information during the tax year in which the form is completed. If information is needed from an instructor of an academic class taken by the student, the parent/guardian should make an appointment with the faculty member and present the copy of the notarized authorization to the faculty member at the time of the face-to-face conference.

Federal law prohibits discussion by telephone or email with a third party including the parent of a dependent student. This form is to be presented to the Pensacola State College representative with whom the parent/guardian wishes to discuss the dependent student's educational record.

Student ID Number Last Name First Middle Student's Date of Birth Dates of Enrollment

As the parent of the above-named Pensacola State College student or former student, I authorize the release of information as follows:

Release to Name of individual, organization, educational institution Address City State Zip

Information to be released Please indicate the specific information you wish released to you or the person/entity indicated above

Purpose for release of information

I certify that I am the parent or legal guardian of the above-named Pensacola State College student. As mandated by the Family Educational Rights & Privacy Act of 1974 (FERPA), I am eligible to obtain student record information or request student record information to be released to another person/entity because the student is a dependent for IRS purposes during the current tax year.

Date Signature of Parent/Guardian*

*If information is being requested by a legal guardian, court-ordered documentation establishing guardianship must be presented. In some cases, the College will ask for dependency information and is permitted to do so by federal law.

State of Florida County of

NOTARIZATION REQUIRED

Sworn to and subscribed before me on this day of 20. The affiant is personally known to me or provided as identification.

Signature, Notary Public

Printed, Typed, or Stamp Commissioned Name of Notary Public