



STUDENT EDUCATIONAL RECORDS RELEASE FORM (FERPA WAIVER)

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 establish the rights of students with regard to educational records. The act make provision for inspection, review and amendment of educational records by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must by in writing signed and dated by the student and must specify records to be released, reason for release, and the names of the parties to whom such records shall be released. The act applies to all persons formerly and currently enrolled at an educational institution. Access to educational records does not give permission to make changed to the student's record. For more information visit: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

The student must return this form IN PERSON, and present a valid photo ID, to the Office of Enrollment Services, 201 Community College Drive, Baton Rouge, LA 70806

STUDENT INFORMATION		
Student ID:	Campus:	
Last Name:	First Name:	MI:
Check all That Apply:		
<input type="checkbox"/> I hereby give permission for Baton Rouge Community College personnel to provide information concerning my educational/financial aid records to the person(s) identified below.		
<input type="checkbox"/> I hereby authorize Baton Rouge Community College schools officials or instructors to release information concerning my school records to present or former high school, schools to which I may transfer, agencies from which I am receiving financial aid, prospective employers, or other official inquiries.		
Person(s) to whom information (as checked above) may be released or rescinded: (Print clearly)		
Name (Last, First): _____	Relationship to student: _____	
Name (Last, First): _____	Relationship to student: _____	
Name (Last, First): _____	Relationship to student: _____	
I understand in executing this authorization I waive the right for such information to be privileged and that a photocopy of this authorization shall be as valid as the original.		
Student Signature: _____		Date: _____
OFFICE USE ONLY		
Enrollment Services		
ID Verified By: _____	Date: _____	
Processed By: _____	Date: _____	
Comment Posted on SPACMNT: _____	Date: _____	

Baton Rouge Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Baton Rouge Community College. Educational opportunities are offered by the Baton Rouge Community College without regard to race, color, age, national origin, religion, gender, or disability. The Director of Disability Services has been designated as the college's 504/ADA Compliance Officer. Any person with a disability who needs assistance should contact the Director at 225.216.8503, TDD 225.216.8702. Baton Rouge Community College does not discriminate on the basis of gender in admission to or employment in its education programs or activities. Title IX Coordinator is the Vice Chancellor for Student Affairs, 201 Community College Drive, Baton Rouge, Louisiana 70806 – 225.216.8068. The Family Educational Rights and Privacy Act of 1974, as amended (also sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records and the obligations of the institution, primarily in the areas of release of the records and the access provided to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld.

BRCC is a member of the Louisiana Community and Technical College System (LCTCS).

Baton Rouge Community College is an Equal Opportunity/Equal Access Employer