DATE _____

FERPA RELEASE FORM

COMMUNITY COLLEGE of AURORA

Note: This Records Release will expire at the end of the _____ semester unless you, the student requests an earlier expiration date or requests in writing that we cancel this request. Students must renew FERPA releases every twelve months.

Please read the information on the back of this form before signing.

Optional: Early Expiration Date: _____

Student Name _____ Student ID _____

(please print clearly)

Please provide information from my records to the following individuals or organization:

Name of Individual or Organization (please print clearly)	Relationship (ie: spouse, parent, counselor)
_____	_____
_____	_____
_____	_____
_____	_____

The type of information that is to be released under this consent is:

_____ Financial Aid Information
_____ Cashier's Information (payments made or due, current bill, billing summary, etc)
_____ Academic Records Information
_____ Classroom Progress
_____ All Records
_____ Other (specify) _____

ATTENTION STUDENT!! DO NOT SIGN THIS FORM UNTIL YOU ARE IN THE PRESENCE OF A CCA STAFF MEMBER OR A NOTARY.

This form is valid only if your signature has been witnessed by a CCA staff member **or** a Notary. You must present valid photo ID at the time of signature.

Student Signature: _____ Date: _____

CCA Staff Initials: _____ Date: _____

If you are unable to present this form in person (with photo ID) to a CCA staff member, CCA will allow you to have your signature witnessed by a Notary and will accept the notary signature in lieu of the CCA staff signature. Please mail or FAX the notarized form to the information below.

The foregoing "FERPA RELEASE FORM" was acknowledged before me by_____
this _____ day of _____, _____.
Witness my hand and Official seal:

_____
Notary Signature

Community College of Aurora
Admissions, Registration, and Records
16000 E. CentreTech Pkwy
Aurora, CO 80011

FAX: 303 361-7432

FERPA BASIC INFORMATION

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. (Refer to current CCA catalog for further information.)

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of the Community College of Aurora without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the college access to their educational records.

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records, just notify us in writing that you wish to cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, advising notes, admission files, grades and other academic records as you indicated on the front of this form. Note that the person(s) you grant access to your files are able to see your records but they are NOT allowed to perform actions at the college on your behalf.

WHAT INFORMATION DOES THE COMMUNITY COLLEGE OF AURORA CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. You can prevent disclosure of this information by filing a written request with the Office of Enrollment Services. The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing.

- Student name
- Year of Birth
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance (semester, not individual class dates)
- Degrees and awards received
- Most recent educational institution attended
- College issued e-mail address

Your name may be released for graduation lists, special awards, honors, and events to the news media. In accordance with the Solomon Amendment, the College must also provide your enrollment and address information to military recruiters. Other information contained in your records is considered private and not open to the public without your written consent.