

Family Rights and Privacy Act of 1974 (FERPA) Release

Student's Full Name: _____
(Please Print)

Enrolled in Program: _____
(Please Print)

FERPA provides for the confidentiality of student education records. Charlotte Technical College may not disclose educational information, nor permit inspection of a student's education records without the written permission of the student, unless such actions are covered by certain exceptions as stipulated in FERPA.

I, _____, hereby grant Charlotte Technical College permission to provide copies of written records, permit inspection and review of the contents of my education records, and/or to discuss my academic performance with the following person(s):

Name: _____ Relationship: _____
(Please Print) (Please Print)

Name: _____ Relationship: _____
(Please Print) (Please Print)

Name: _____ Relationship: _____
(Please Print) (Please Print)

This request is made in compliance with the FERPA (20 U.S.C.A. Sec. 1232G).

Please initial all that apply:

- _____ All Academic records, graduation, and registration records pertaining to me at Charlotte Technical College
- _____ All disciplinary records pertaining to me in my file at Charlotte Technical College
- _____ All financial aid information in the Financial Aid Office at Charlotte Technical College
- _____ All financial records in the Business/Accounting Office pertaining to me at Charlotte Technical College.
- _____ All attendance records in the Student Services Office pertaining to me at Charlotte Technical College
- Other _____

Student must sign this form in the presence of a Charlotte Technical College Official. This release remains in effect until you provide written revocation of your consent.

Student's Signature: _____ Date: _____

CTC Official Receiving: _____ Date: _____

Registrar's Office: _____ Date: _____

Important: Changes to the student record must be made at the request of the student and approved by an Administrator at Charlotte Technical College.