

Mendocino-Lake Community College District
1000 Hensley Creek Road
Ukiah, CA 95482

Family Educational Rights and Privacy Act (FERPA) Release Form

FERPA Overview

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that establishes the rights of students with regard to certain education records, and ensures students of the rights of privacy and confidentiality with respect to those records. Subject to several exceptions, FERPA prohibits Mendocino-Lake Community College District from providing student education records to a third party without prior authorization.

FERPA permits school officials to release directory information at their discretion without your prior authorization. At Mendocino College and its centers, directory information includes one or more of the following items: student name, date and place of birth, major fields of study, participation in activities and sports, weight and height of athletic teams, dates of attendance, degrees and awards, and the most recent school attended. The College will not release your directory information if you provide written notification to the College's Office of Admissions and Records that you do not wish the College to release such information, as outlined in the College' FERPA Policy, Board Policy 506 and Administrative Procedure 506.1.

Release of Education Records

You may grant the College permission to release information about your education records to a third party (parent, spouse, employer, etc.) by submitting a completed FERPA Release Form.

Release of Records to Parents

At the postsecondary level, a parent has no inherent right to inspect his/her son's or daughter's education records. The right to inspect is limited solely to the student. Records may be released, including to your parents only if one of the following conditions has been met: (1) through the written consent of the student; (2) in compliance with a subpoena or court order; and (3) by submission of evidence that the parents declared the student as a dependent on their most recent federal income tax form. A college is not required to disclose information from the student's education records to any parent of a dependent students. However, it may exercise its discretion to do so.

Therefore, if the above exceptions do not apply, you must sign and submit this form if you wish your parents or guardians, or other third party to have access to your education records. Please note that while this Release Form authorizes the College to release education records to third parties, it does not obligate it to do so.

Effect of the FERPA release

By signing this form, you verify that you have read and understand the FERPA regulations as presented above and in Board Policy 506 and Administrative Procedure 506.1. In addition to releasing the record by signing this release form, you also give the College permission to discuss your educational records with the designated third party.

This release form must also be accompanied by a copy of your College photo identification card or valid CA Driver's license or identification card or passport/visa.

Student ID#: _____

Date: _____

Student Name: _____

Last Name,

First Name

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Complete the information below for each individual for whom you would like to grant access to your Mendocino-Lake Community College District education records and submit the completed form to the Office of Admissions and Records.

I understand that College may discuss confidential information with the individuals listed below and I waive my FERPA rights for the purposes as specified below. I give Mendocino-Lake Community College District permission to discuss and release any and all educational records it maintains, as specified below:

For the purpose(s) of:

Records I wish the College to release:

With the following individual(s) or third party:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

You must complete a new form each time you authorize release of your records.

Student signature: _____ Date: _____

A&R Staff Signature: _____ Date: _____