POLK STATE
Student Services

999 Avenue H Northeast
Winter Haven, Florida 33881-4299
Phone: (863) 297-1000
Fax: (863) 297-1023

RELEASE OF FERPA PROTECTED RECORDS AND INFORMATION

Instructions for Student

- Read Polk State College's FERPA statement in the catalog.
- Ask for further information from the FERPA compliance officer if needed. The Registrar is the FERPA compliance officer.
- Visit ed.gov/policy/gen/guid/fpco/ferpa for additional information about your rights.
- You must complete the form in the presence of a Polk State College employee without parent, guardian or person to whom permission is given. If you are unable to do so, contact the Assistant Registrar on your campus.

STUDENT INFORMATION

Student Name _____ _____ _____
(Please Print) LAST FIRST MIDDLE

Student ID_____ Student D.O.B._____

PERSONS TO WHOM A FERPA RELEASE IS GRANTED

Permission to view FERPA protected information about the above named student is granted to the following person(s):

_____

Begin Date_____ End Date_____ Password (Parent must use in interacting with College) _____

If no end date is indicated, permission is permanent. If parent, permission ends next April 15.

EDUCATIONAL RECORDS INFORMATION

- ☐ All information retained as part of my educational records (*List any exceptions*)_____
- ☐ All Financial Aid and scholarship information (Financial Aid Office)
- ☐ All payment, refunds, and tuition payment plan (Business Office)
- ☐ Records relating to the following class(es) only. (*List all that apply*)_____
- ☐ Other (*List all that apply*)_____

Student Affidavit

I hereby give authorization to the above mentioned person(s) to access my FERPA protected information as stated on this document. I understand that my signature is binding until the end date listed and if no end date is listed, the permission is permanent. FERPA assumes the student right to educational records in a post-secondary institution. I will/have informed the person to whom I am granting permission that granting permission does not obligate professors to release information but allows them to do so on a discretionary basis. *The person to whom permission is granted must provide proof of identity each time information is requested.*

Student Signature_____ Date _____

NOTE: Parents do have the right to obtain *records if the student has been claimed as a dependent for tax purposes as defined by the IRS*. Parents may present a current tax transcript from the IRS and sign a FERPA release (in lieu of the student) to obtain access to educational or financial records. This release is valid until the next April 15 at which time a new FERPA release must be signed in the Admission and Registrar's office.

I certify that the student willingly signed this release without the presence of parents or others.

Signature of Polk State Employee Witness_____ Print Employee Name_____

Polk State College is committed to equal access/equal opportunity in its programs, activities, and employment. For additional information, visit polk.edu/equity.