

# STUDENT CONSENT TO RELEASE EDUCATION RECORDS FORM (FERPA WAIVER)

Students must submit this form to the Office of the Registrar.  
Southern Maine Community College, Campus Center, 2 Fort Road; South Portland, ME 04106

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## STUDENT INFORMATION:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

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## STUDENT CONSENT\*

I hereby authorize the following changes regarding third-party access:

\_\_\_\_\_  
Third-Party Name

\_\_\_\_\_  
Reason for disclosure (examples: family communications;  
employment; admission to an educational institution)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

### Record Type:

Academic Records (examples: grades/GPA, advisor, demographic, registration, student ID number, academic progress status, attendance records, disability accommodations, and/or enrollment information)

Grant Access

Revoke Access

Student Account Records (examples: billing statements, charges credits, payments, past due amounts, and/or collection activity)

Financial Aid Records (examples: Financial aid awards, application data, disbursements, eligibility, and/or satisfactory academic progress)

Student Affairs Records (examples: housing file, conduct file including pending issues, and extracurricular activities)

Student Employment Records (examples: employment verification)

Other Records (examples: medical, counseling)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\*Your consent will remain in effect until you submit a new consent form to the Office of the Registrar.

# Student Consent to Release Education Records

## (FERPA WAIVER)

Students must submit the form to the Office of the Registrar.  
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The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights regarding their education records. Southern Maine Community College complies with FERPA. The College policy can be found at [http://mymccs.me.edu/ICS/icsfs/Policy\\_502.pdf?target=5fccf974-cdc6-4e41-b546-10b896fb2f6a](http://mymccs.me.edu/ICS/icsfs/Policy_502.pdf?target=5fccf974-cdc6-4e41-b546-10b896fb2f6a).

Without your consent or a FERPA exception, Southern Maine Community College does not disclose or provide certain information from your student records to a third party, such as information on class schedule, grades, student accounts, Financial Aid, discipline records, or official transcripts. This restriction applies but is not limited to your parents/legal guardian, your spouse, or your prospective employer.

You may grant the College permission to disclose/provide different types of student record information to a designated third party by submitting a completed FERPA Student Consent to Release Education Records form. Your records will be made available to the authorized third party for as long as the release is valid. The College does not automatically send/provide information to a third party; you or the party must request that the information be provided.

Complete the form and submit the form to the Office of the Registrar, located in the Campus Center, 2 Fort Road, South Portland, ME 04106. If you cannot submit the form in person, you can submit it electronically from your college email account to [SMCCDeanofStudents@mainecc.edu](mailto:SMCCDeanofStudents@mainecc.edu). **You must include a copy of a signed photo ID other than your college ID along with the completed form.**

Southern Maine Community College may release and provide the following “directory” information without your written consent. You can request that the College withhold “directory” information by contacting the Office of the Registrar.

- Student’s Name
- Hometown
- Permanent address
- College email address
- Date of birth
- Enrollment status (full-time, part-time, nonmatriculated)
- Dates of attendance
- Major/Area of Study
- Class level
- Awards and honors, including Dean’s List
- Degree/Certificate earned
- Participation in officially recognized activities
- Height and weight of members of athletic teams
- Photograph