



FERPA Request Form
 Family Educational Rights and Privacy Act of 1974, 34 CFR Part 99

This form is not a legal FERPA release. In order to process a FERPA Release Request, we will need the following information. FERPA requests are completed per quarter due to the change of your schedule and instructors. FERPA packets created after drop/add is complete each quarter. Once we have your packet ready for signatures, we will contact you via your Tech email address to make an appointment. You must appear to your appointment and sign your FERPA release in order to execute the legal document. Until this process is complete, we are unable to share your educational records with the releasee's mentioned below. ***FERPA release forms must be completed quarterly.***

Student Information:

First Name: _____ M.I. _____ Last Name: _____

CWID# _____ TECH E-MAIL ADDRESS: _____

Select Quarter (*choose one only*): ___ Fall ___ Winter ___ Spring ___ Summer

Releasee Information (*Please print clearly*):

First Name: _____ Last Name: _____
 Relation: _____
 Cell Phone Number: _____ House Phone Number: _____
 Email Address: _____

First Name: _____ Last Name: _____
 Relation: _____
 Cell Phone Number: _____ House Phone Number: _____
 Email Address: _____

First Name: _____ Last Name: _____
 Relation: _____
 Cell Phone Number: _____ House Phone Number: _____
 Email Address: _____

Students Signature _____ Date _____