**FERPA RELEASE   
Amarillo College Admissions/Registrar Records**

[The Family Education Rights and Privacy ACT (FERPA)](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects student privacy. Once a student reaches the age of 18 or **attends a school beyond the high school level**, the rights to a student's academic record transfer from a parent/guardian to the student.

In order for Amarillo College to discuss a student’s academic record or release information related to a student’s record with a third party, the college student must generally provide consent.

**Student Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student Date of Birth: \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_ Student AC ID or Last 4 Digits SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Month Day 4 Digit Year**

**Full Name of Third Party or Parties Authorized to Pick up Student Information or Discuss Student Information\*:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(\*Note: Third Party Must Present Proof of ID to Pick Up Documents Such as Transcripts or to Discuss Student File)**

**Date Information Can Be Discussed/Released: \_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_**

**Month Day 4 Digit Year**

**Documents Third Party Can Pick Up on Information Release Date (If Applicable):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Issues Related to Student Third Party Can Discuss on Information Release Date (If Applicable):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Student Signature (Must Print Document and Sign):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**This document should be sent one of the following ways:**

1. **Via fax (806-371-5066)**
2. **Emailed from the student’s AC email account to** [**registrar@actx.edu**](mailto:registrar@actx.edu)
3. **Sent with Third-Party Person Who is Picking up Documents/Discussing Records (Proof of Identity with ID required)**