



FERPA RELEASE FORM

Student Information:

| | | |
|-----------|---------------|-------------|
| Last Name | First Name | Student ID# |
| Contact # | Email Address | |

I give permission to the Isleta Higher Education Program to release information to the recipient listed for the purpose of _____
(i.e. providing access to parents, scholarship application, reimbursement from institution or other source, etc.)

Types of Education Information to Release

| Check | Release Type | Release Description |
|--------------------------|------------------------------------|---|
| <input type="checkbox"/> | All Records | ALL records listed below |
| <input type="checkbox"/> | Accounting | Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections and debt information |
| <input type="checkbox"/> | Registration | Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information |
| <input type="checkbox"/> | Academic Records | Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree(s) awarded |
| <input type="checkbox"/> | Financial Aid | Includes all financial aid information |
| <input type="checkbox"/> | Admissions | Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status and conditions of admission |
| <input type="checkbox"/> | CANCEL Previous Release | Cancels any previous request |

INDIVIDUAL TO RELEASE INFORMATION TO (You may add more than one. Enter all of the contact information for each below.)

| | | | |
|-----------|------------|-----------|--------------|
| Last Name | First Name | Contact # | Relationship |
| | | | |
| | | | |

This authorization is valid until cancelled. The student may cancel this release at any time by submitting another FERPA form to the Isleta Higher Education Program.

| | |
|-------------------|------|
| Student Signature | Date |
|-------------------|------|

General Information

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those, which are

1. Directly related to a student and
2. Maintained by an institution or a party acting for the institution

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have other rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34 C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

Electing FERPA Confidentiality Option

The Isleta Higher Education Program (IHEP) may release certain directory information to the public on a routine basis unless a student requests the FERPA “confidentiality” option, in writing, that the IHEP not release it. Requests for non-disclosure remain in effect until a subsequent written request to release directory information is received.

- Will not have name printed in publications of the Pueblo of Isleta, including the IHEP
- Will not have attendance and/or degree verified for employers, insurance companies, etc.
- Will only be able to discuss their IHEP information/file in person with photo ID

PLEASE NOTE

If you choose to elect the FERPA “confidentiality” option for your educational records, information for you will be withheld from a variety of sources, including: you—the student. This also includes friends, relatives, prospective employers, and the news media. Each student is advised to carefully consider the consequences of a decision to elect “confidentiality”. Once elected the IHEP cannot acknowledge the existence of, or release information about, the record of any student who has elected confidentiality. (You can change this election at anytime and only by written request delivered in person to the IHEP). No information or services will be available to you via telephone if you have elected the confidentiality option. Your only options for conducting business transactions with the IHEP would be in person, after presenting a valid photo ID.