

# FERPA DECLARATION

STUDENT NAME (Please Print):

\_\_\_\_\_  
Last

\_\_\_\_\_  
First

\_\_\_\_\_  
Middle

In accordance with the Family Educational Rights & Privacy Act (FERPA, the Federal law protecting students' academic records), I hereby grant permission to West Tennessee Business College to release from my files data to other persons or other agencies requesting such information (Workforce Investment Offices, Human Resource Agencies, Potential Employers, etc.) when the released data is intended for my *benefit and furtherance* in my academic program.

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

\_\_\_\_\_  
**Date**

Also select one of the following two options **IF** you would like to designate specific individuals (family members, spouse, etc) to have access to your academic information:

1. \_\_\_\_\_ I am claimed as a *dependent on the following persons' IRS Statement* and therefore they have access to my Academic Information\*. Such information may be obtained from West Tennessee Business College faculty, staff and administrators.

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Name

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

2. \_\_\_\_\_ I am *self-supporting and claimed by no one but myself or my spouse* on my annual Federal Income Tax Statement. I grant my permission for the following person(s) to have access to my Academic Information\*.

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
Name

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

\_\_\_\_\_  
**Student Signature Authorizing 1 or 2 above as indicated**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**SSN**

PLEASE NOTE: This declaration may be amended by addition or deletion at any time in writing in the administrative office; otherwise, West Tennessee Business College will use this declaration effective the date of first attendance and for your continuous enrollment plus one year following your enrollment at West Tennessee Business College. Academic Information includes courses taken, grades earned, GPA, transfer credits, performance in courses, test and examination grades, class attendance, academic standing (Good, Deficiency, Probation, Suspension), eligibility to return as well as other matters related to academic performance.

The Family Educational Rights and Privacy Act of 1974, FERPA, protects academic and other education records of students from unauthorized access. It allows the College to refuse to issue a transcript in the event of an outstanding financial obligation to the College or to a national loan program.

FERPA permits access to academic records within the College under the "legitimate need to know" clause. This allows faculty advisors, administrators, faculty and selected staff access as long as the use of such information is within the purpose of the College, is within the scope of the particular college employee's job responsibilities, and is for the benefit of the student.

FERPA allows access to academic records beyond the direct use of the College, or third party access, under the following circumstances:

- (1) With the student's signed release,
- (2) To the parent of the student who is legally of minor age,
- (3) To the parent of the student who is legally an adult but who continues to be the financial dependent of the parent, and
- (4) For academic research provided all personally identifiable information is removed from the data.

If a student is of minor age, grades may be discussed with parents. Parents or guardians of students 18 years of age or older must present proof of the student's financial dependence or written approval of the student to the College before discussion of grades or academic performance. The attached release form is provided for this purpose. The FERPA release does not provide additional copies of Progress Reports or Final Grade Reports to parents or other parties unless the student has given permission for these records to be released.