

Student SID: \_\_\_\_\_  
Student Name: \_\_\_\_\_  
Semester (ex Spring2020): \_\_\_\_\_



COMMUNITY  
COLLEGE  
of AURORA

## FERPA RELEASE FORM

B S ID RECORDS RELEASE

**Complete form and submit form from your Student Email Account, along with a copy of your State issued Driver's License or State ID photo ID to [Admissions@CCAurora.edu](mailto:Admissions@CCAurora.edu). Forms received from personal email or without proper photo identification will be denied.**

This FERPA Records Release will expire twelve months after submission. Students must renew FERPA releases every twelve months. Please read the information on this form before submitting.

**Please provide information from my records to the following individuals or organization:**

Name of Individual or Organization and Relationship:

\_\_\_\_\_  
\_\_\_\_\_

**The type of information that is requested under this consent is:**

- Financial Aid Information  
 Cashier's Information (payments made or due, current bill, billing summary, etc.)  
 Academic Records Information  
 Classroom Progress  
 All Records

### WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 prohibits access to or release of education records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. (Refer to current CCA catalog for further information.)

### WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

If you the student submit this form, the person or organization you have given access to will be able to discuss your records or student accounts with representatives of the Community College of Aurora without providing your written consent each time. Records information such as financial aid status and requirements, advising notes, admissions, grades and other academic records as you indicated at the top of this form. You only need to submit this form if you want to give someone else outside of the college, access to your educational records. Note that the person(s) you grant access to your files are able to see your records but they are NOT allowed to perform actions at the college on your behalf. You may change your mind at any time by notifying us in writing that you wish to cancel this FERPA Records Release.

### WHAT INFORMATION DOES THE COMMUNITY COLLEGE OF AURORA CONSIDER DIRECTORY INFORMATION?

Your name and current enrollment status at CCA are considered public information. CCA will respond to inquiries in this regard, whether they are made in person, by phone, or in writing. You can prevent disclosure of this information by filing a written request with the Office of Enrollment Services.

The following items may appear in College directories and publications or be disclosed by staff to anyone inquiring in person, by phone, or in writing: Student name, year of birth, major field of study, participation in officially recognized activities and sports, dates of attendance (semester, not individual class dates), degrees and awards received, most recent educational institution attended, and college issued e-mail address.

Your name may be released for graduation lists, special awards, honors, and events to the news media. **In accordance with the Solomon Amendment, the College must also provide your enrollment and address information to military recruiters.** Other information contained in your records is considered private and not open to the public without your written consent.