



RELEASE OF STUDENT RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), each institution is allowed to release information to the parents, guardians and those individuals acting in the absence of a parent or guardian under the provision that either the institution obtains a signed, written consent from the student or by establishing the student's dependency status as defined by the Internal Revenue Service Code and by advising the student of the institution's intent to disclose. Saint Joseph's College has chosen to combine these two requirements by allowing dependent students to acknowledge the release to parents of any or all student records on an annual basis in writing and by allowing the student to revoke said permission at any time provided it is done so in writing. If the student revokes the permission, then a signed release will be required which specifies the records to be disclosed (such as grade or enrollment verification), state the purpose for disclosure (such as Good Student Discount), and identify the party or class of parties to whom the disclosure should be made (such as to parent or to insurance company).

I _____ Student ID# _____
(Printed Name)

hereby give consent to discuss my student records with the person(s) listed below.
This release is only valid for the academic year in which it was signed.

_____ NAME (please print)	_____ RELATIONSHIP
_____ NAME (please print)	_____ RELATIONSHIP
_____ NAME (please print)	_____ RELATIONSHIP
_____ NAME (please print)	_____ RELATIONSHIP

STUDENT SIGNATURE _____
DATE _____
ACADEMIC YEAR

Should you decide to revoke permission to your Student Records, you may do so at anytime by submitting a written request to the Registrar's Office that this permission be revoked.