

Illinois Central College

Progress Release Form for Faculty

Family Educational Rights and Privacy Act (FERPA) requires that a consent for disclosure of education records be signed and dated, specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class of parties to whom the disclosure may be made. 34 CFR § 99.30. As such, oral consent for disclosure of information from education records would not meet FERPA’s consent requirements.

In some instances, students will provide access to their records to another individual (parent, spouse, agency.)

- This form allows the faculty member to release course-related information (as defined below) to the individual as specified on the form.
- Information for this form will only be released by the faculty member. All releases of information are tracked with the date of release, information released, and person to which the information is released and will be stored in the Academic Department after the conclusion of the semester.
- If a student wants to release final grades, financial aid information, student schedule, tuition balance, or conduct/discipline records, the student must complete a **Release Information Form** with Enrollment Services.
- This form must be filled out in-person with a photo-ID. Given that we cannot authenticate the identity of someone over the phone, the Registrar's Office would relay to the individuals stated on the form that the information will be released in-person with a photo ID or in writing to the address listed below.

I, _____, consent to the release of the following types of information to the individual/agency listed below:

Name: _____ Relationship: _____

Address: _____

Please circle the information to be released:

Course grades Academic performance/progress Classroom/Clinical participation

Classroom behavior Attendance Other: _____

I consent to the disclosure of any personally identifiable information from my education records to the stated individuals. This authorization will remain in effect for the _____ term.*

Signature: _____ Date: _____

*Students cannot be denied any educational services if they refuse to provide consent.
Draft August 23, 2016

All releases of information should be tracked below with the date of release, information released, and person to which the information is released. At the end of the term, the form should be turned in to the Academic Department Office. The Department will forward the information to Enrollment Services so that it can be scanned and disposed of according to the guidelines. Once the term is over, no information should be released without a new form signed by the student.

*****Nothing in FERPA prohibits a school official from sharing information that is based on that official's personal knowledge or observation and that is not based on information contained in an education record-whether it is shared with a parent or a recommendation. Therefore, FERPA would not prohibit a teacher or other school official from letting a parent know of their concern about their son or daughter that is based on their personal knowledge or observation.
(<http://familypolicy.ed.gov/content/disclosure-information-education-records-parents-students-attending-postsecondary>)

Releases:

Date	Information released	Person information released to
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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