Warren County Community College

Release of Information Form

Please print clearly in ink

Name: _____
Last First Middle Maiden

Student ID #: _____

Address: _____
City State Zip Code

Telephone #: Home (____) _____-_____ Work/Cell (____) _____-_____

Family Educational Rights and Privacy Act (FERPA)

Warren County Community College respects the rights of our students. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. WCCC will not disclose the details of your Academic, Admissions, Finance or Financial Aid file with anyone, unless you provide your written consent for us to do so.

You may want to give us the ability to release information for the following reasons:

- You would like a spouse/parent/agency to speak to our finance department regarding payment arrangement.
- You would like a spouse/parent/agency to speak to our financial aid office regarding your financial aid application and status.
- You would like a spouse/parent/agency to speak to our admissions staff regarding your admissions application and status.
- You would like a spouse/parent/agency to have access to your academic records.

- If you wish to grant College staff permission to discuss the details of your file with anyone such as your parents, spouse, etc., you must provide the name(s) and their social security number (to be used as an identifier) of those individuals below.

- If you are granting permission for the release of information to an individual at an agency (e.g. unemployment), please indicate the specific person and their agency below.

Person's Name_____ **Last 4-digits of SS#/** _____

Person's Name_____ **Last 4-digits of SS# /**_____

Person's Name_____ **Last 4-digits of SS# /**_____

*** Please be aware that the people you list will have access to your file unless you notify us in writing to discontinue the release of information.**

I understand that by signing the Warren County Community College Release of Information Form, that I hereby authorize WCCC to provide information regarding my file to the individual(s) listed above.

Student Signature: _____ **Date:** _____

revised 2/2023

FERPA Permissions Processed:
____/____/_____date _____initials

STUDENT RIGHTS TO PRIVACY (FERPA)

This summarizes the Family Educational Rights and Privacy Act of 1974 (FERPA). This law was established to protect the privacy of student records and allow student access to their educational records. The complete *Family Educational Rights and Privacy Act* is available on the US Department of Education's website at www.used.gov.

I. Students enrolled at Warren County Community College have the right to inspect and review their educational record. If any material or document in the educational record of a student includes information on more than one student, each student will have the right to inspect only that part of the material or document that relates to him or her.

II. Since Warren County Community College is an institution of post-secondary education, the permission or consent required generally applies only to the students.

III. The Registrar has the responsibility for maintenance of the educational records and other documents relative to the student's enrollment and academic progress.

IV. The term ***educational record*** **includes** only the following materials and documents:

a. Applications for Admission and Re-admission
b. High School transcripts or GED score reports
c. College transcripts
d. Registration and Drop/Add forms
e. Placement test results and waiver forms
f. Any College committee communications pertaining to academic matters
g. Transcripts of academic grades and semester grade reports
h. Letters of Reference prepared by Warren County Community College
i. Final Grades
j. Transcript Evaluations for Transfer Credit
k. Instructor Referral Forms
l. Admissions Decision Sheets
m. Copies of letters written by WCCC to a third-party confirming enrollment status
n. Confirmations of Eligibility for Sponsorship (to a contracting institution)
o. SAT score reports
p. Correspondence between the College and the student that pertains to registration, academic progress, grades or any other item of the educational record

V. Warren County Community College will maintain all parts of the educational record during the student's admission and enrollment at the College. Parts of the record may then be destroyed after graduation or five years after cessation of enrollment according to the record retention policies of WCCC or government agencies.

VI. The term ***educational record*** **does not include** the following:

a. Financial records of parents or students
b. Confidential letters/statements in students files
c. Advisor notes
d. Records of administrative and teaching faculty, which are in the sole possession of the maker and which are not accessible to or revealed to any other person except a substitute
e. Confidential recommendations regarding admissions, honors and awards, or employment if the student has signed a waiver of his/her right to access this information. Such a waiver shall apply to recommendations only if: (1) The student is, upon request, notified of the names of all persons making confidential recommendations (2) Such recommendations are only used for the purpose intended.

VII. Warren County Community College may release the following "directory" information on any student after the tenth day of classes of the current semester, unless the student has designated that it should not be released without his/her prior consent. Such notification must be submitted by the student in writing (See Section IX)r:

a. Name
b. Address
c. Telephone number
d. Date of birth
e. Program of study
d. Participation in recognized school activities
e. Dates of attendance
f. Degrees, Certificates and awards from WCCC
g. Most recent previous educational institution attended

VIII. Warren County Community College will not release the educational records or personally identifiable information of its students (other than directory information) without the written consent of the student to any party, except for the following:

a. School officials with a demonstrated need to access this information
b. Accrediting organizations in order to carry out their accrediting functions
c. Organizations conducting studies for, or on behalf of, educational agencies and institutions for education purposes if such studies do not permit personal identification of students by persons other than representatives of such organizations and the information will be destroyed when no longer needed for the designated study
d. Authorized representatives of the Comptroller General of the United States Department of Education, administrative heads of education agencies or State educational authorities in connection with the audit and evaluation of WCCC
e. Authorized judicial representatives on compliance with a judicial order or a lawfully issued subpoena. The Registrar will make a reasonable attempt to notify the student in advance of compliance. Such court orders must be delivered to the Office of the President of Warren County Community College and shall state the specific nature of the inquiry and the date of the required court appearance
f. Organizations, agencies or officials connected with a student's application for or receipt of financial aid
g. Officials at contracting institutions, where the student has been sponsored to attend classes, if the student has been issued a Confirmation of Eligibility to attend that institution.

IX. Students requesting that their directory information not be released must:

a. Submit their request in writing and include the following:
   1. Their name, student ID number, current address and current telephone number.
   2. A statement specifically stating which items of directory information the student does not wish Warren County Community College to release.
   3. The semester for which this information should be withheld.
   4. The student's signature.
b. The request to withhold directory information will remain in effect until the student notifies the college to release records.
c. Requests to withhold directory information should be addressed to the Office of Student Services

X. The Warren County Community College **Transcript Request Form** should be used to request copies of an academic transcript to be released. (See Transcript Request form)

XI. Warren County Community College will not release personal information on a student except on the condition that the party to which the information is transferred will not permit any other party to have access to it without the consent of the student.

XII. Warren County Community College may maintain an access record, which will be kept with the educational record of each student and which will detail all individuals, agencies or organizations (except those at WCCC) who have requested or obtained access to a student's educational record.

XIII. Students may request access to their own educational records by writing to the Registrar, Warren County Community College, 475 Route 57 West, Washington, NJ 07882-4343 or by visiting the Office of Student Services. Upon receipt of this request, the Office of Student Services will notify the student when he/she will be allowed access requested records. Access will be granted within thirty (30) days..

XIV. Students may obtain copies of any material or document contained in their educational record, except official copies of documents received from other institutions or agencies, such as high school or college transcripts. Charges may apply consist with College policy.