



FERPA EDUCATIONAL RECORDS RELEASE FORM

Instructions: This form is to be used by the student to grant access to their educational records to other entitles besides themselves, such as parents, spouse, partner, etc. When completing this form please print all items clearly.

It is the policy of Prism Career Institute, in accordance with the Family Education and Privacy Act (FERPA), to withhold disclosure of personally identifiable information from educational records unless the student has consented to such disclosure or FERPA allows disclosure.

Prism Career Institute maintains two types of student educational records; directory information and other student records. Directory information is considered public information and may be released upon request and consists of student’s name, address, telephone number, etc. In accordance with existing law, any student who does not wish to have directory information released must submit the appropriate documentation indicating such with the Director of Student Services/ROGA.

By signing this form, you give consent for Prism Career Institute, its employers and agents, to disclose all educational records or information contained in your educational records, of whatsoever kind, to the person(s) listed below. Such information includes, but is not limited to, schedules, grades, disciplinary records, and student account information. This form will remain in your file and becomes part of your permanent record and will remain in effect unless you revoke this permission by notifying the appropriate school officials.

I _____, give access of all academic records at Prism Career Institute to the individual(s) listed below. I hold the ability to revoke this waiver at any time.

Name

Relationship

Name

Relationship

Name

Relationship

I understand that this request is permanent and will remain until I request in writing that the hold(s) be removed.

Students Name (Please Print)

Student Signature/Date