

# CLARENDON COLLEGE OFFICE OF THE REGISTRAR

## CONSENT TO RELEASE STUDENT EDUCATION RECORD INFORMATION

\_\_\_\_\_  
Student Name (Last, First, MI)

\_\_\_\_\_  
Student Identification Number or SSN

The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, seeks to guarantee both a student's right of access to records and the confidentiality of student information. In accordance with federal law and College policy, we generally will not share student academic information (apart from directory information) with third parties, including parents or spouses, without student consent.

**This form allows students to grant parents, guardians, spouse, and/or others access to their education records maintained by Clarendon College.**

All permissions granted will stay in effect until revoked by the student.

**Note: this form pertains to all academic records, including financial information associated with those records. This form does not pertain to medical records or inquiries. Please return this form to the Office of the Registrar, P.O. Box 969, Clarendon, Texas 79226 or FAX (806)874-5080.**

### **STUDENT CONSENT**

I give my permission for the following person(s) to have access to my academic records. **Note: If directory information has been restricted (see back page for definition), then no information will be released even to the parties designated below.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

**Name:** \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address & Telephone #: \_\_\_\_\_

**Name:** \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Address & Telephone # \_\_\_\_\_

### **Security Question/Answer for designated person(s) (complete one)**

1) In what state was your mother born? \_\_\_\_\_

2) What was the name of the street on which you grew up? \_\_\_\_\_

3) What was the name of your first pet? \_\_\_\_\_

**IMPORTANT! COPY OF THIS FORM SHOULD BE KEPT BY DESIGNATED PERSON(S).  
SECURITY QUESTION WILL BE USED AS PART OF VERIFICATION PROCESS.**

## WHAT DOES CLARENDON COLLEGE CONSIDER DIRECTORY INFORMATION?

Directory information can be given out without the student's written consent. Clarendon College defines directory information as:

- Student name
- Date and place of birth
- Home address
- Home telephone
- E-mail address
- Marital status
- Classification
- Dates of attendance
- Major and minor
- Current class schedule
- Degrees and awards received
- Number of hours enrolled for current semester
- Photographs
- Previous education agencies/institutions attended
- Participation in officially recognized activities and sports
- Weights and heights of members of athletic teams
- Most recent previous educational agency or institution attended by the student

This information can be released to anyone, unless restricted by written authorization of the student. Contact the Office of the Registrar if you wish to restrict this information.

**Note: If directory information has been restricted, then no information will be released even to parties designated on this form.**

**IMPORTANT! COPY OF THIS FORM SHOULD BE KEPT BY DESIGNATED PERSON(S).  
SECURITY QUESTION WILL BE USED AS PART OF VERIFICATION PROCESS.**