

FERPA:

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. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she:

- Reaches the age of 18

OR

- ***Attends a school beyond the high school level***

Students to whom the rights have transferred are "eligible students". This policy designates the Dean of Student Affairs as the Compliance Officer for Rio Hondo College. This policy also clarifies secondary roles and responsibilities in Rio Hondo College procedures for ensuring compliance.

PLEASE NOTE:

The Release of Education Record Information will remain active until student submits a written request to **REVOKE or CANCEL** permission to recipient. (Form to Revoke permission is available at A&R office)



Rio Hondo College
Admissions & Records Office
3600 Workman Mill Road
Whittier, CA 90601

Family Educational Rights and Privacy Act (FERPA)

PERMISSION TO RELEASE EDUCATION RECORD INFORMATION

PLEASE PRINT:

Student

Name: _____
Last First and M.I.

Date of Birth: ____/____/____ Student ID# _____

Home Phone: (____) _____ Cell Phone: (____) _____

Email: _____

You are authorized to release the records and/or personal information as noted below to the following person(s):

PRINTName: _____
Last First and M.I. Relationship to student Or Agency**PRINT**Name: _____
Last First and M.I. Relationship to student Or Agency**Description of records or information to be released:**

Transcripts	Financial Aid Information/Status
Enrollment Verifications/Status	Address/Phone Number
Grades/GPA/Academic Progress	Disciplinary Information

Other: _____
Please Specify

Signatures must be witnessed by RHC College official
PRINT

Student Name: _____ Student Signature: _____ Date: _____

PRINTWitness Name: _____ Witness Signature: _____ Date: _____
Must be RHC College Official Dept. Must be RHC College Official

Distribution: White: Admissions & Records

Yellow: Student

Pink: Originating Department