

FERPA STUDENT RECORDS RELEASE FORM

It is the policy of **Tulsa Technology Center**, in accordance with the Family Educational Rights and Privacy Act of 1974) (FERPA) to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. A description of these rights and the procedure for exercising these rights can be viewed on the District's web site www.tulsatech.edu and is available in the office of the Campus Director.

I authorize Tulsa Technology Center to release the following educational records or information:

Full Legal Name: _____

(please print)

Date of Birth: _____

(mm/dd/yyyy)

Student ID#: _____

1. Check all record types that may be disclosed:

All financial records

All academic records

All enrollment records

All disciplinary records

2. Identify the individual or organization to whom information may be released and the purpose of the disclosure:

a. Name: _____

Address and Telephone:

Purpose: _____

b. Name: _____

Address and Telephone:

Purpose: _____

My signature indicates my consent to release the above information to the individual(s)/organization(s) designated above. I understand that this release remains in effect until a signed revocation is delivered to the administrative office where the release is on file. I also understand that if I am a dependent for tax purposes, TTC can disclose such information to parents and legal guardians without my consent.

Signature: _____ Date: _____

Received by: _____ Date: _____

Campus: _____

TULSA TECH - ACCESS TO STUDENT RECORDS

Tulsa Technology Center (Tulsa Tech) assures the following rights to parents and students over 18 years of age (“eligible students”) with respect to the student’s education records pursuant to the Family Educational Rights and Privacy Act (FERPA). The right to:

1. Inspect and review the student’s education records.
2. Request the amendment of educational records to ensure they are not inaccurate or misleading. Consent to disclosure of personally identifiable information, except to the extent that FERPA authorizes disclosure without consent.
3. File complaint with the U. S. Department of Education. The District will provide the name, address, and phone number where alleged violations of FERPA can be filed.

The procedure for exercising the above stated rights is available from the Campus Compliance Coordinator, or by contacting:

Jessica Busse-Jones
District Registrar
P.O. Box 477200
Tulsa, OK 74147-7200
918.828.5036
Jessica.bussejones@tulsatech.edu

Tulsa Tech will release directory information upon request without prior written consent and without notifying the parent or eligible student. Tulsa Tech has designated the following information as directory information: student’s name, participation in officially recognized activities, address, telephone listing, electronic mail address, photograph, degrees, honors and awards received, date and place of birth, major field of study, and dates of attendance.

The parent or eligible student has a right to exclude directory information from being released. To do so, the parent or eligible student must make a written request to the Campus Director prior to the end of the third (3rd) week of each semester of attendance which applies only to that semester.