



Request to Restrict Release of Records

Return completed form in person to the Office of Student Records.

Name: _____ Student ID/SSN: _____

Address: _____ Phone Number: _____

FERPA Policy

FERPA stands for Family Educational Rights and Privacy Act (1974) and covers students who are currently enrolled or who have ever been enrolled. This act ensures that students are given the right to inspect their records, amend mistakes on their record, and limit disclosure of information from those records. Information that can be disclosed without a student's consent is called "directory information" and includes items such as:

Full name of student	Email address(es)	Dates of attendance
Address(es)	Major and field(s) of study	School or division of enrollment
Telephone number(s)	Degrees and awards	Enrollment status
Name of institution last attended	Participation in official activities and sports	Photograph(s)

Typically, persons requesting this information are potential employers, schools, those gathering statistical data for public information, parents, etc. If you do not want this information to be shared, please sign this form below. You have the option to rescind this request later on if you wish. Confidential status will be applied to your records and we will not be able to release any information about you. Please consider the ramifications of this decision before proceeding.

Making your records confidential means you will be required to come to Augusta Technical College in person with a picture ID every time you wish to discuss or receive copies of your records. You will not be able to remotely request a transcript, remotely allow release of information to third parties such as potential employers, or have your name listed in the graduation program.

A face-to-face interview is required before this request will go into effect to ensure that you understand the implications of confidential status.

*Please note that if your parents claim you on their federal taxes, it is their legal right to request information about your education and this form will not apply to that circumstance. This form also does not cover employment information or information requested by subpoena.

I, the undersigned, request that Student Records at Augusta Technical College withhold the release of the above stated information without me presenting my ID in person to the Student Records staff.

Signature _____ Date _____