

# FERPA Information Release Form

For use by the Clarkson College Registrar  
& Student Financial Services departments



Prepare to be the **best**.

I, \_\_\_\_\_, hereby authorize the Clarkson College Registrar and/or school officials to release information pertaining to my academic records and Student Financial Services department to release information pertaining to my financial records to:

\_\_\_\_\_  
PLEASE PRINT

Relationship to student \_\_\_\_\_

\_\_\_\_\_  
PLEASE PRINT

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
STUDENT CLARKSON COLLEGE ID NUMBER

In accordance with the Family Educational Rights and Privacy Act (FERPA), information regarding a student's financial aid, tuition and fees account and academic information cannot be released to or discussed with anyone other than the student unless the student provides Clarkson College with a completed **FERPA Information Release form**. The release form allows the student to designate to whom Clarkson College can release student information.

This release will remain in effect until the student submits a written revocation to the Clarkson College Registrar or Director of Student Financial Services.

The completed Information Release form must be submitted to the Clarkson College Student Financial Services department.

## Policy

Clarkson College complies with federal regulations in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Federal Trade Commission (FTC) rule under the Gramm-Leach-Bliley (GLB) Act to safeguard all student information.

### OFFICE USE ONLY

- REGISTRAR
- STUDENT ACCOUNTS
- FINANCIAL AID

**Clarkson College Student Services**  
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