



CONSENT TO RELEASE RECORDS TO THIRD PARTIES
(STUDENTS USE THIS FORM TO PROVIDE CONSENT TO ALLOW
THIRD PARTIES
ACCESS TO THEIR EDUCATION RECORDS AS PER FERPA
GUIDELINES)

Students may make their education records accessible to parents, guardians, and others by: (1) sharing their Student Portal access information with those with whom the student wishes to provide access (which may later be revoked by changing the student's Student Portal access information); or (2) submitting this completed and signed form to the school official (which consent may be subsequently revoked in writing by the student).

STUDENT'S NAME: _____
 LAST FIRST MIDDLE MAIDEN/OTHER

Student #: _____ - _____ - _____ DAYTIME PHONE #: _____ - _____ - _____

I consent to the release of my Atlanta Metropolitan State College educational records and information to the following persons:

Mother: _____

PRINT MOTHER'S FULL NAME

Father: _____

PRINT FATHER'S FULL NAME

Other: _____

PRINT FULL NAME

The education records/information I wish to make available to the above-identified persons are specified below for the office listed below:

Department Receiving Consent Form:

My consent for the release of my education records, listed above, shall be in effect for the following time period (Check one box below):

- Until I submit a signed statement, to the office where consent was given, revoking consent.
- Starting Date: ____ / ____ / ____ Ending Date: ____ / ____ / ____.

Please note: Parents and third parties must follow the same access policies and procedures as the student. In some instances, an access form may be required to gain access to student records in addition to the consent form.

Student's Signature Date

Received by School Official Date

Approved by School Official Date

Submit this form to the department in which record access is required