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***