



## Registrar's Office Consent to Disclose Information Form

The federal law FERPA, (Family Educational Rights and Privacy Act of 1974), protects the privacy of students' education records, both academic and financial. For a student's protection, an institution must obtain signed consent before it can release student information to a third party.

**Please print clearly.**

I, \_\_\_\_\_, Student ID# \_\_\_\_\_ hereby authorize the

Gwinnett Technical College Registrar staff to release specific educational information to the following person(s):

Complete Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Complete Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Password to be used when obtaining information from Gwinnett Technical College (5-8 characters, cannot be your name)

\*Protect your password. Only share the password with the individuals listed on this form. Individuals NOT listed above will not have access to information\*

Please check the type(s) of information to be released:

Admissions    Registration    Grades    Graduation    Residency Records    Financial Aid Records  
Tuition & Fees    Placement Test Scores    Other (Please Specify)

I understand that I may revoke this consent, in writing, at any time to the parties listed above, except to the extent that any previous action has been undertaken, or information released. I understand that all information released is specifically indicated and will be released only to individuals named on this form. All other information remains confidential. I acknowledge that this consent is valid until I revoke this consent in writing. Submit this form in person to an enrollment advisor or via e-mail using your Gwinnett Technical College email account to RegistrarsOffice@GwinnettTech.edu.

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

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### OFFICE USE ONLY

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_