



Office of the Registrar

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Family Education Rights and Privacy Act (FERPA) Release 2017-18

FERPA is a Federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent. A student is covered by FERPA at the time of his/her enrollment in courses at the seminary.

A student may waive this protection and give access to his/her record to individuals of his/her choice. This release allows the individual(s) named to access educational records as defined. For this to happen, students must complete this form, sign it and deliver it to the Office of Registrar at the Seminary.

I, \_\_\_\_\_ (please print student name legibly), the undersigned, hereby authorize Southern California Seminary to release the following educational records for the following purpose(s).

- Write a letter of recommendation for me by Professor \_\_\_\_\_
Release all Academic/Transcript Records (records include: transcripts, admission and registration information, schedule information, assessment test scores, Academic Standing, residency information, and any other documentation contained in the academic records)
Release all Student Account Records (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other accounts receivable information contained in student account records)
Release all Instructor/Classroom Records (records include: attendance records, progress reports, test and homework scores, if available. Please note: instructors are not required to provide progress reports, and retain only those records which make up the final grade. FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student)
Release all Financial Aid Records (records include: name, seminary email address, enrollment for the duration of education at Southern California Seminary).
Taylor Study Method (records include: name, seminary email address, course enrollment for the duration of education at Southern California Seminary).
Other (Please Specify) \_\_\_\_\_

Who will receive these records? The following individual/organizations are authorized to receive/access the letter/information indicated above. PLEASE PRINT FULL NAME.

Church \_\_\_\_\_ Mother/Stepmother \_\_\_\_\_
Agency \_\_\_\_\_ Father/Stepfather \_\_\_\_\_
Other \_\_\_\_\_ Spouse \_\_\_\_\_

Their Address \_\_\_\_\_ Their City, State, Zip \_\_\_\_\_ Their Telephone # \_\_\_\_\_

Although I understand I am not required to release this information, I am giving my consent to Southern California Seminary to disclose these records. I also understand that this release remains in effect for one calendar year from the date it is received by Southern California Seminary, unless I revoke my consent in writing and deliver it to the Registrar's Office at Southern California Seminary before that time. I understand that this information may be released orally, in writing, in electronic formats, or in the form of copies of records as preferred by the requestor.

Signature of Student \_\_\_\_\_ SCS Student ID # \_\_\_\_\_ Date \_\_\_\_\_