

STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

The Family Educational Rights and Privacy Act (FERPA) of 1974, is a federal law that establishes the rights of students with regard to education records, and ensures students of the right to privacy and confidentiality with respect to those records. This form is provided as a means for students to give Brazosport College permission to discuss and/or disclose their academic records with someone other than themselves (i.e., with a parent, guardian, etc.). **A form must be completed and submitted in person with a valid photo ID to the Office of Admissions & Registrar for each authorized designee.**

Student Information	
Student's Full Name	BC ID#
BC E-mail	Phone Number

Designee Information	
I, the undersigned student, hereby consent and authorize Brazosport College to release my personally identifiable information to the following designee for the following reasons:	
Designee's Full Name	
Designee's Relationship to Student (Select ONLY one)	Designee's Access Level
Parent	All Access – if selected, no other choices below are needed
Spouse	View Bills View Admissions Information
Guardian	Pay Bills View Financial Aid Information
Other	View Class Schedule View Grades (Designee: In Person Only)
	Request Official Transcripts (Designee: In Person Only)

Security Question and Answer

In order to ensure secure access to your records, we require the creation of a security question and answer that you share only with the designee on this form. This information is critical should your designee contact BC via phone or in person. In order to gain the granted access, the authorized designee must correctly provide both the security question and answer. BC reserves the right to deny access if there is any doubt to the authenticity of the person requesting access. It may be necessary for the designee to present a photo ID and/or other pertinent documentation in person in order to determine appropriate identification. E-mail inquiries from the designee about student records will not be accepted. Your security question should be something only you and the designee know. Good EX: "Who was my favorite teacher in elementary school?" Bad EX: "What is my mother's maiden name?" Bad EX: "Who is the President of the U.S?"

Security Question	Answer
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I understand that this release is in effect until I complete and submit a Revoke Authorization to Release Education Records Form found at www.brazosport.edu/admissions under Forms.

Student Signature	Date
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