



Student Disclosure Request

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), the rights of the student and the responsibilities of the institution concerning the various types of student records maintained by the institution are established. Cape Fear Community College established various policies to ensure compliance with this legislation as stated on page 38 in the College Catalog/Student Handbook.

Do parents have the right to view their child's records? If the student is a dependent for income tax purposes, the college may disclose any education records including financial records to a student's parents. (A copy of the tax return for the most recent tax year must submitted.) If the student is not a dependent, then the student must generally provide consent for the college to disclose the information to the parents.

What if a minor child is taking college classes at the college? When a student turns 18, or enters a postsecondary institution, the rights under FERPA transfer from the parents to the student. If a student is attending college - at any age - the rights have transferred to the student. If the student is enrolled in both a high school and a college, the two schools may exchange information on that student. If the student is under 18, the parents still retain the rights under FERPA at the *high school* and may inspect and review any records sent by the college to the high school.

What is Directory Information? Directory information as identified in the College Catalog includes name, major field of study, full-time/part-time enrollment, the most recent college attended, dates of enrollment, degrees and awards received, and membership information for clubs, organizations, and/or athletics. Students have the right to withhold disclosure of any directory information by completing a request for non-disclosure in the Registrar's Office.

Disclosure requests are valid for one academic year. Requests must be updated every Fall semester.

AUTHORIZATION TO DISCLOSE OR WITHHOLD INFORMATION

Cape Fear Community College may disclose directory information to the general public unless the student notifies the Office of the Registrar before the last day to add classes as indicated in the Academic Calendar. Under the provisions of FERPA, the student has the right to withhold disclosure of such directory information by completing this signed request, which will remain valid for one school year.

____ I hereby request that CFCC withhold disclosure of any directory information **

____ I hereby request that CFCC disclose academic information to the following:

Name(s) _____

Required: For verification purposes, list 2 security questions and answers the above named person(s) must supply to allow disclosure:

Question _____ Answer _____

Question _____ Answer _____

____ I hereby rescind my request to have CFCC disclose academic information.

Student's Printed Name

Student ID

Student's Signature

Date

***Should you need a more restrictive block of ALL information or access to your records, you must contact the Registrar or Director of Enrollment Management.*

For Office Use: Date Received _____	Effective Term _____	Expiration Date _____
Privacy Block Added? (Circle) Y / N		
_____ Lauren Wilson, Office of the Registrar		