

Consent to Release Education Records

The Family Educational Rights and Privacy Act (FERPA) of 1974 affords certain rights to students concerning the privacy of, and access to, their education records. In compliance with FERPA, MassBay is prohibited from providing certain information from your student records to a third party (including parents, step-parents, spouse, sponsor etc.) such as information on grades, billing, tuition and fees assessment, Financial Aid (including, but not limited to, your grants, scholarships, work study or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, spouse or sponsors. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. Please note that while this form authorizes MassBay to release education records to third parties, it does not obligate MassBay to do so. MassBay reserves the right to review and respond to requests for release of education records on a case-by-case basis. For additional information, review MassBay Student Handbook at <https://www.massbay.edu/handbook> or visit the website of U.S. Department of Education at <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Full Name of Student (Last, First, Middle)

7- Digit MassBay Student ID

SECTION A. - Education records to be released (check all that apply):

- ☐ **All Records Listed Below**
- ☐ **Academic Information** (Grades/GPA, registration, class schedule, courses taken, student ID number, academic progress, enrollment status, demographics, attendance, academic intervention, honors, transfer credits, academic & administrative holds, awards, degrees, residency status, mailing address)
- ☐ **Student Account Information** (Billing statement, charges, credits, payments, refunds past due amounts, collection activity, debt information, late fees, billing addresses, financial holds, payment plans, tuition & fee balances, communication history, loan distribution)
- ☐ **Financial Aid Information** (FAFSA Application data, eligibility, awards, disbursements, financial aid Satisfactory Academic Progress status, Loans, Grants, Scholarships, Work study, collection activity)
- ☐ **Health Information** (Medical notes, physician's notes, nurse's notes, personal health information)
- ☐ **Student Conduct Information** (Student misconduct incident reports, academic dishonesty reports, Hearings & hearing results)
- ☐ **Parking & Campus Card Services** (including parking citations, ID card, one-card balance, photo)
- ☐ **Other** (Please specify) _____

SECTION B. – Person(s) permitted to have access to your education records:

First and Last Name

First and Last Name

Email Address

Email Address

Phone Number

Phone Number

Address

Address

Relationship to student

Relationship to student

SECTION C. - Certification: Student may submit this form in-person with their MassBay ID, or valid government issued photo-ID. Student may also submit this request to our office email address (registrar@massbay.edu) from their MassBay email address.

I understand that (1) I have the right not to consent to the release of my education records, (2) I have the right to inspect any written records released pursuant to this Consent, and (3) this authorization will remain in effect unless I revoke such consent by emailing the Registrar's office at Registrar@massbay.edu, and the revocation is received and processed by Office of the Registrar at MassBay.

Student's MassBay Email: _____ Student's Signature: _____

Today's Date: _____