



Authorization to Release Student Records under FERPA

Updated: July 6, 2015
For student use

The Family Educational Rights and Privacy Act (FERPA) established in 1974 was enacted to protect students' personal and academic records. FERPA requires certain protective practices to be in place for personally identifiable information of all enrolled students.

Instructions

Fill out the information below to allow a third party (such as a parent or legal guardian) permission to speak to Black Hawk College regarding your academic record.

Student Information

First Name _____ Last Name _____
Student ID _____

Third-Party Information

Name _____

Picture identification (example: driver's license) of this person is required to release your student information. The type of information to be released is from academic records (including grades, class schedule, and other academic information), financial aid records, and finance (student accounts receivable) records.

Please acknowledge below and return to Enrollment Services if you consent for the College to release information from your educational records to the person listed above.

I consent that Black Hawk College may disclose confidential information from my educational record to the individual listed above.

Student Signature _____ Date _____

**Signature line may be left blank, and e-signature will be accepted when completed form is sent from a student's myBHC email account.*

Please Note: This release form will remain valid unless specifically revoked in writing by the student.

Return by email to: registrar@bhc.edu

OR

Print and return to:
Black Hawk College
Enrollment Services
6600 34th Avenue
Moline, IL 61265