

STUDENT CONSENT TO WITHHOLD EDUCATION RECORDS FORM

ADMISSIONS AND RECORDS

VALENCIA COLLEGE

PRIVACY RIGHTS OF STUDENTS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records under Chapter 20, United States Code, section 1232g and other implementing regulations. FERPA requires each student be notified annually of the rights accorded them by FERPA. These rights include: (1) The right to inspect and review their education records within 45 days of a request for access. (2) The right to request an amendment to the education record if the student finds the records to be inaccurate, misleading, or in violation of their privacy rights. (3) The right to provide written consent before the college discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. FERPA provides for a category of student information termed "directory information" which is available to all persons upon request unless the student places a "confidential hold" on his/her records.

DIRECTORY INFORMATION:

- Student's name
- Major field of study
- Dates of attendance
- Dates of degrees, honors or awards received

Education records other than directory information may be released only with the written permission of the student or as otherwise permitted by law.

STUDENT INFORMATION

Please type or print in ink your name as it currently appears on your Valencia records.

LAST NAME	FIRST NAME	M.I.	MAIDEN NAME
ADDRESS		CITY	STATE ZIP
PHONE	VALENCIA ID/SOCIAL SECURITY NUMBER	EMAIL	

I, _____, request that Valencia College withhold the release of my directory information, unless I specifically authorize the release of the information in writing.
NAME OF STUDENT (Please print clearly)

The student and/or authorized person must present a photo ID when submitting the form. To ensure the privacy of student records, information will only be released in person at one of our Answer Centers. Information will not be released over the telephone.

I understand a decision to refuse the release of information means my name will not appear on any recognition lists, such as President's or Dean's list or the Commencement program. A confidential hold will be placed and remain on my record until I submit a written consent to release the information or I graduate from Valencia.

Student's Signature: _____

Printed Name: _____

Date: _____

The completed form can be submitted at an Answer Center on any of our campuses. Please allow up to 5 business days for processing.