

RELEASE OF STUDENT INFORMATION

ADMINISTRATIVE RULE NUMBER: E005

LAST APPROVED: June 3, 2014, June 3, 2015

RELATED TO POLICY SERIES NUMBER: 500

GENERAL GUIDELINES: E005.1

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include the right to consent to disclosure of personally identifiable information contained in the student's education records.

- A. The signed Consent to Release Student Information Form allows Tillamook Bay Community College to provide information about the student's enrollment and academic progress to the person designated on the release.
- B. A student must submit the Written Consent to Release Student Records Form to TBCC in person with photo identification.
- C. Parents, guardians, spouses, or other individuals may not submit the form for a student.
- D. TBCC does not accept this form by mail or fax.
- E. The Written Consent to Release Student Records Form is valid for one year from the date it was signed.
- F. A student may rescind his or her consent at any time, but must do so in person and in writing.
- G. The Written Consent to Release Student Records Form automatically expires upon a student's 21st birthday.

ACCESS TO ADA RECORDS: E005.2

Students may review their own records within 45 days after their request is received, according to the procedure described in this Administrative Rule. To accomplish this, students wishing to review their disability records can contact Disability Services in Student Services and fill out a request form. After the request is reviewed a Career Education Advisor will contact the student to set up an appointment for a review of the student records with the student.