



FERPA Release Form

Please print, complete and submit to the Student Records Office.

BSC Student Records PO Box 5587, Bismarck ND 58506

Schafer Hall, main floor Phone # 701-224-5420 Fax # 701-224-5643

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/and others may have an interest in the student's record, access to or release of the educational record is only by written student consent. Students may choose to complete and submit this "FERPA Release Form" to Student Records to allow access or release of their educational record. Additional information may be found at <http://www.bismarckstate.edu/student/registrar/StudentRecords.asp>

I, _____, the undersigned, authorize Bismarck State College
(please print full name)
to release the following educational records upon request: W _____
Student ID

Check all that apply:

- Option 1 Academic record/transcripts (If a transcript is to be sent to an address other than that on file at the above named institution, a written request must be signed by the student or other party to whom student has permitted release of such records).
Released records will be used for the purpose of _____
- Option 2 All financial records (these records include, but are not limited to Financial Aid, Business Office, Residence Life, Dining Services, Activity Card Charges, Bookstore Charges, and Student Health Service Charges)
Released records will be used for the purpose of _____
- Option 3 Other (please specify) _____
Released records will be used for the purpose of _____

Persons to whom information may be released:
(Please Print)

Name Relationship/Organization

Name Relationship/Organization

I acknowledge by my signature that I understand although I am not required to release my records, I am giving my consent to release the information.

- Option 1 This release will remain in effect while enrolled unless I revoke such consent in writing to the Student Records Office.
- Option 2 This release is a one time release only.

Signature

Date

Date Of Birth