



FERPA Release Form

ONE TIME RELEASE

Bismarck State College Academic Records
PO Box 5587, Bismarck ND 58503
(701) 224-5420 Fax (701) 224-5643

In compliance with the federal *Family Educational Rights and Privacy Act of 1974* Bismarck State College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, spouse, family, and employers.

You may, at your discretion, grant the college permission to release information about your student records to a third party by submitting a complete FERPA Release (*One time release only*) Form. **This is a one-time release.** The specified information will be made available only if requested by the authorized third party. The college does not automatically send information to a third party.

Submit your completed form to Academic Records. NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record.

A. STUDENT INFORMATION

_____ NAME (LAST, FIRST, MIDDLE INITIAL)	_____ STUDENT ID (EMPLID)
_____ ADDRESS	
_____ PHONE NUMBER	_____ DATE OF BIRTH

B. THIRD PARTY DESIGNEE

_____ NAME (LAST, FIRST, MIDDLE INITIAL)	_____ PHONE
_____ ADDRESS	
_____ EMAIL	
_____ RELATION TO STUDENT	_____ TITLE AND ORGANIZATION (if applicable)

C. REASON FOR RELEASE

LIST SPECIFIC INFORMATION OR RECORDS THAT YOU WOULD LIKE TO RELEASE: _____

D. CERTIFICATION

I acknowledge by my signature that I am giving consent to release information one time.

SIGNATURE DATE

Office Use

Date Information Released: _____ Release Method: _____

Notes: _____
