



FERPA Release Form

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 Form. 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. **Your release information has no expiration date**; however, you may revoke your release at any time by sending a written request 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. *However, it is college practice not to release certain aspects of student records (e.g. registration, grades, GPA) over the phone or via email.*

A. STUDENT INFORMATION

_____	_____
NAME (LAST, FIRST, MIDDLE INITIAL)	STUDENT ID (EMPLID)

ADDRESS	

_____	_____
PHONE NUMBER	DATE OF BIRTH

B. THIRD PARTY DESIGNEE #1

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

THIRD PARTY DESIGNEE #2

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

C. RELEASE OPTIONS (check all that apply)

- Option 1: Financial Records
(These records include but are not limited to: Financial Aid, Student Finance, Residence Life, Dining Services, and Bookstore Charges)
- Option 2: Academic Records
(These records include but are not limited to: Grades, Class Schedule, Academic Standings, etc.)
- Option 3: OTHER: (list specific information or records) _____

D. CERTIFICATION

_____	_____
Signature	Date