



SAN MATEO COUNTY
COMMUNITY COLLEGE DISTRICT

SMCCCD

RELEASE OF INFORMATION

Check Appropriate College

Admissions
Cañada College
4200 Farm Hill Boulevard
Redwood City, CA 94061
Phone: (650) 306-3226
canadaadmissions@smccd.edu

Admissions
College of San Mateo
1700 West Hillsdale Blvd.
San Mateo, CA 94402
Phone: (650) 574-6165
csmadmission@smccd.edu

Admissions
Skyline College
3300 College Drive
San Bruno, CA 94066
Phone: (650) 738-4251
skyadmissions@smccd.edu

Student's ID# G: _____

Last Name _____ First Name _____ Middle _____

Mailing Address: _____

Phone Number: _____ Email: _____

I have read the following FERPA (Family Education Rights & Privacy Act) information on page #2 and request:

Student: Release my Educational Records to the following person or agency:

Name of person or agency: _____

Please share all my educational records

Only the following records: _____

That the school not disclose directory information and I understand that this request expires after the academic year and that I must make this request every academic year. Please Note: A picture ID will be required. We will need both sides of ID scanned.

STUDENT SIGNATURE _____ DATE: _____

Parent/Guardian:

OR

- I wish to obtain the academic records of student listed above
- Student is my legal dependent
- I have supplied documentation of dependency (IRS Tax Form)

I understand that this release is only valid for the academic year, and that my permission may be cancelled or revoked at any time by providing an updated/written statement. Please Note: A picture ID will be required. We will need both sides of ID scanned.

PARENT/GUARDIAN SIGNATURE _____ DATE: _____

OR

I am requesting to be removed from the Directory Information

ADMISSIONS AND RECORDS OFFICE

Processed by: _____ Date: _____

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THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents/guardians certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

For additional information please contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520
1-800-USA-LEARN (1-800-872-5327)