

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
Permission to Access Judicial Records

Student Name (Please print)

gswID Number

Annually, Georgia Southwestern State University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This Act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Act Office (FERPA) at the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901 concerning alleged failures by the institution to comply with the Act.

AUTHORIZATION TO DISCLOSE JUDICIAL INFORMATION TO PARENTS

In accordance with FERPA, the University will not disclose to parents information from the judicial records of a student unless the University has on file the written intentions of the student. Under FERPA, a "parent" is defined as "a parent of a student that includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian."

- I authorize the release of information from my judicial records to my parents.
- I do NOT authorize the release of information from my judicial records to my parents. I understand that if I am claimed as a dependent on my parent's income tax form, my parents have access to my education records regardless of the completion of this waiver.

The office of the Registrar maintains separate information about the release of academic records. Please contact that office for those guidelines. The offices of Health Services, Alumni Affairs, Human Resources and Campus Safety maintain individual policies regarding the release of information and should be contacted directly for further information. These areas are not addressed under FERPA guidelines.

I have read the above paragraphs and understand the consequences of my action.

Student Signature

Date

Forms should be mailed to the Asst. Dean of Student's Office, Georgia Southwestern State University, 800 Georgia Southwestern State University, Americus GA 31709 or faxed to 229-931-2835. Hand delivered forms will be accepted in the Asst. Deans Office, Student Success Center, Room 3435.