PRESENTATION COLLEGE

Registrar's Office
1500 N. Main St.
Aberdeen, SD 57401
(605) 229-8424

STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the federal *Family Educational Rights and Privacy Act of 1974*, Presentation College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, 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, your spouse, or a sponsor.

You may, at your discretion, grant Presentation College permission to release information about your student records to a third party by submitting a completed Student Information Release authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party.

This form must be submitted to the Registrar's Office at Presentation College, at the address above. Please note that your authorization to release information has *no expiration date.* However, you may revoke your authorization at any time by sending a written request to the same address. 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 Identification Number _____

Address _____ City, State, Zip _____

B. THIRD-PARTY DESIGNEE

Name (Last, First, Middle Initial) _____ Daytime Phone _____

Address _____ City, State, Zip _____

Relation to Student _____ Email Address _____

C. AUTHENTICATION

When the party name above contact Presentation College, he/she will be asked to authenticate his/her identity by providing a special **four or five-digit identifier code**. You, the student, should create this identifier and provide it to your third party contact. Do not choose an identifier that could easily be guessed. If your third party contact is not able to correctly provide the five-digit identifier, Presentation College will not release any information from your record. If you forget or misplace your five-digit identifier for the individual, Presentation College can only provide it to you by sending it to your Presentation College email address, upon request.

Code _____

D. INFORMATION TO BE RELEASED

- ☐ Academic (attendance, academic progress, grade reports, grades/GPA, registration)
- ☐ Billing (statements, charges, credits, payments, past due amount, and/or collection activity)
- ☐ Financial Aid (awards, application data, disbursements, eligibility, financial aid satisfactory academic progress)
- ☐ Veterans Education Benefits
- ☐ Other (specify)

E. AUTHORIZATION

By signing below, I consent that Presentation College may disclose and discuss the information from my education record selected in part D with the individual listed above.

Student's signature _____ Date _____