

Simpson College

Office of the Registrar

Simpson College - 701 N. C Street, Indianola, IA 50125
Phone: 515-961-1517 Fax: 515-961-1310

STUDENT INFORMATION RELEASE AUTHORIZATION

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of, and access to, their education records, including grades, billing, tuition and fees assessments, and financial assistance. This restriction applies, but is not limited, to parents, spouses, or a sponsor. Students may choose to complete and submit this form to the Registrar allowing the release of their education records to specified third parties. Students must complete a separate form for each third party to whom they grant access.

The specified information will be made available only if requested by the authorized third party. Simpson College does not automatically send information to a third party. Also, this release does not allow the third party to negotiate on behalf of the student. The student has the responsibility to make all decisions as they relate to all actions at the university (including, but not limited to, admissions, financial aid, registration, student life, and campus security). For the third party designee the student names on this form, this release overrides all FERPA directory suppression information that may have been set up on the student record. As part of its privacy policy, Simpson College does not release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via e-mail.

Students may revoke their authorization at any time by sending a written cancellation request to the Office of the Registrar.

SECTION A. Student information

Name (Last, first, middle initial) _____

Student ID number _____

SECTION B. Third party designee

Name (last, first, middle initial) _____

Complete Address _____

Relation to Student _____ Daytime Phone _____

WARNING – You are granting authorization to all of the items marked below:

- Academic** (grades/GPA, registration, student ID number, academic progress, enrollment status)
- Admission** (date of application, program selected, admission status, conditions of admission)
- Financial Assistance** (awards, application data, disbursements, eligibility, progress status)
- Judicial Affairs** (student code of conduct violations)
- Student Account** (billing statements, charges, credits, payments, past due balances, collections)

SECTION C. Certification

I authorize the above third party, named in Section B, to access the above indicated student record and account information.

Student's signature _____ Date _____