



FERPA Consent to Release Form

NOTICE & INSTRUCTIONS: As a current or former student, the information contained in your education records at Griggs International Academy (GIA) is protected by a Federal privacy law known as the Family Educational Rights and Privacy Act (FERPA). Except under limited exceptions specified in FERPA, school officials can only share your education records or discuss information from your records with third parties if you provide “prior written consent” – that is, your explicit permission in writing. To facilitate this process, you may provide prior written consent by completing and submitting this form. Only then may GIA release the specified records or information to your designated individual(s).

Please note that this consent may be revoked at any time by providing written notice of such revocation to the GIA official to whom this form was originally submitted. The revocation will apply only to prospective requests for records. The University reserves the right to require a student to submit a new or updated form as needed.

Student Identification Number: _____

Student First and Last Name: _____

Student Address: _____

I authorize GIA to release the following educational records or information [please be as specific as possible]:

To: _____

For the purpose of: _____

For the duration of (optional): _____

By signing below:

- 1) I consent to the release of the specified education records and information to the individuals/entities stated on this release form;
- 2) I understand that consenting to this disclosure is voluntary;
- 3) I understand this consent will remain in effect from the date it is signed until the date I specified above or date revoked by me (in writing).

Student's Signature
(Parent Signature if student under 18 yrs.)

Date

Official Use Only	
Date Signed:	Date Revoked (if applicable):
Expired by Date:	Receiving Department: