

**Authorization to Disclose Information to Parent(s)  
Family Educational Rights and Privacy Act (FERPA)**

Under the terms of the Family Educational Rights and Privacy Act (FERPA), all rights pertaining to a student's educational records transfer to the student when the student turns 18 years of age **OR** when the student enters a post-secondary institution at any age. Under certain conditions, FERPA terms allow, but do not require, post-secondary institutions to share educational records in whole or in part with parents/legal guardians of dependent students without the consent of the student. Dependent status is determined as defined by Internal Revenue Service regulations. Accordingly, Marietta College complies with the following policy pertaining to FERPA and the sharing of student records.

Each student owns their individual educational records. As such, you have both the right and the responsibility to resolve your own problems. However, Marietta College officials may, in compliance with FERPA and without the prior consent of the student, share the student's educational records, in whole or in part, with parents/legal guardians of dependent students if, in the sole discretion of Marietta College officials, one or more of the following circumstances exist:

- a health or safety emergency involving the student;
- the student, under the age of 21 years, has violated any law or policy concerning the use and/or possession of alcohol or controlled substance;
- the student is at risk of being removed from College housing or suspended or expelled from the College;
- the student, in the sole discretion of Marietta College officials, is found to be responsible for a serious violation of the Student Code of Conduct or College housing policies;
- a senior administrator of the College deems that special circumstances warrant notification of parents/legal guardians in the best interest of the student.

Additionally, the College wants to allow your parent to assist, with your permission. The College may share educational records, in whole or in part, with parents/legal guardians after receiving written consent from you, the student. You may authorize said disclosure by completing and signing the authorization form found on the reverse.

**IMPORTANT NOTES:**

- You **MUST** include a FERPA password when authorizing release of information to parents.
- The password must contain a minimum of five characters and may not be information easily guessed by others such as: the MC network user ID, date of birth, social security number (in whole or in part), or student ID number.
- The password will be used, in combination with your student ID#, to verify the identity of callers requesting authorized information by phone. You must share the password with the individual(s) for whom authorization is approved.
- If you forget the FERPA password, email [records@marietta.edu](mailto:records@marietta.edu) from your MC email account and we will retrieve the password for you.
- You may also provide the FERPA password as a means of verifying identity when the caller requesting information is the student.
- The signed AUTHORIZATION TO DISCLOSE STUDENT EDUCATIONAL RECORDS TO PARENTS is valid only while the student maintains continuous enrollment, with the exception of approved leaves of absence, or until revoked by the student in writing.

**AUTHORIZATION TO DISCLOSE STUDENT EDUCATIONAL RECORDS TO PARENTS**

Type of educational records authorized for sharing (please **INITIAL ALL** that apply):

\_\_\_ Academic      \_\_\_ Disciplinary/Housing      \_\_\_ Billing      \_\_\_ Financial Aid

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student ID#

\_\_\_\_\_  
Parent/Guardians Name(s)      (**NOTE:** Please complete a form for each parent if at different addresses)

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Telephone Number(s)

\_\_\_\_\_  
Email(s) and/or Fax (optional)

*If an above-named parent contacts Marietta College by phone to request information from the student's educational records, the parent will be required to verify his/her identity by providing the password created by the student and recorded below.*

\_\_\_\_\_  
FERPA Password (required, minimum of five characters. See cover page for instructions.)

*By signing below, the above-named student authorizes Marietta College to share the information indicated with the named Parent(s) or Guardian(s).*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY    Recorded by: \_\_\_\_\_    Date: \_\_\_\_\_

**\*\*\*THE ABOVE AUTHORIZATION REMAINS IN EFFECT UNTIL REVOKED BY THE STUDENT BY SIGNING BELOW OR UNTIL ENROLLMENT IS INTERRUPTED OR DISCONTINUED BY GRADUATION, WITHDRAWAL, ACADEMIC DISMISSAL, SUSPENSION, OR EXPULSION.\*\*\***

**REVOCATION OF AUTHORIZATION TO SHARE EDUCATIONAL RECORDS**

*By signing below, I hereby immediately revoke my prior authorization for Marietta College to share my educational records with the above-named Recipients.*

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY    Recorded by: \_\_\_\_\_    Date: \_\_\_\_\_