



## Student Information Release Form (FERPA)

Subject to certain exceptions (known as Directory Information) set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Diné College will not provide personally identifiable student information to third parties without the student's signed, written permission. This information includes, but is not limited to: registration, student financial records, assessments, financial aid, and other student records.

You, the student, may grant Diné College permission to release authorized information to a third party by submitting this completed form. Third parties include, but are not limited to parents, spouses and third-party sponsors. A separate form must be submitted for each person/agency to which you wish to grant access to your information. **Authorized information will be provided only upon request by, and proof of identity of, the third party.**

|  |        |                         |                      |
|--|--------|-------------------------|----------------------|
| <b>Print Student Information</b>                   |        |                         |                      |
| First  | Middle | Last                    | Student ID Number    |
| Current Mailing Address (Street, City, State, ZIP) |        |                         | Current Phone Number |
| <b>Print Third Party Designee: PERSON</b>          |        |                         |                      |
| Name   |        | Relationship to Student |                      |
| Address (Street, City, State, ZIP)                 |        | Birthdate               | Last 4 Digits of SSN |
| <b>Print Third Party Designee: AGENCY</b>          |        |                         |                      |
| Name   |        |                         |                      |
| Address (Street, City, State, ZIP)                 |        |                         | Phone Number         |

**Information Types Allowed (Check one or more of the boxes below to grant authorization):**

- Registration, academic performance/standing, class schedule, transcripts and/or enrollment information (Registrar's Office)
- Financial aid awards, application data, disbursements, eligibility and/or financial aid satisfactory academic progress (Financial Aid & Scholarships Office)
- Finance-related records, including billing statements, charges, credits, payments and past due amounts (Finance Office)
- Student conduct and related disciplinary actions taken by DC (Student Residence Life)

Incomplete, incorrect, unsigned or undated forms will not be accepted and will be returned to the DC employee witnessing the form; if witnessed by a notary public, the form will be returned to the student.

By submitting this form, you are not giving the third party authorization to speak, act, or sign any documents on your behalf. If you are contacted by phone by any college department, the college reserves the right to speak only to you and no one else.

Certification: By signing below, I consent to the release of the personal student information specified above to the individual or agency listed.

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

A DC employee or Notary Public must witness the signing of this form. This student has granted that information be released to the individual/agency named above.

\_\_\_\_\_  
Diné College Employee Printed Name Signature Date

**Submit to the Registrar's Office for processing and a copy to Student.**

**NOTE: If you have any questions or need further clarification, please contact the Registrar's Office at (928) 724-6630/6631 or the Admissions Office. at (928) 724-6634.**