



## YORK COUNTY COMMUNITY COLLEGE

### Student Consent to Release Education Records (FERPA Release)

Please return this form to YCCC Records Office

Email: [records@yccc.edu](mailto:records@yccc.edu)

Telephone and Fax: (207) 216-4402 and (207) 216-4401

Mail: 112 College Drive, Wells, ME 04090

#### STUDENT INFORMATION:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

#### STUDENT CONSENT\*

I hereby authorize the following changes regarding third-party access:

\*Your consent will remain in effect until you submit a new form to the Records Office.

\_\_\_\_\_  
Third Party Name

\_\_\_\_\_  
Reason for disclosure (examples: family communications;  
employment; admission to an educational institution)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

#### Record Type:

\*Check all that apply

**Academic Records** (examples: grades/GPA, advisor, demographic, registration, student ID number, academic progress status, attendance records, disability accommodations, and/or enrollment information)

Revoke Access

Grant Access

**Student Account Records** (examples: billing statements, charges credits, payments, past due amounts, and/or collection activity)

**Financial Aid Records** (examples: Financial aid awards, application data, disbursements, eligibility, and/or satisfactory academic progress)

**Student Affairs Records** (examples: housing file, conduct file including pending issues, extracurricular activities)

**Student Employment Records** (examples: employment verification)

**Other Records** (examples: medical, counseling)

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

\_\_\_\_\_  
Date

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights regarding their education records. York County Community College complies with FERPA. The College policy can be found at [https://my.yccc.edu/ICS/Campus\\_Services/Student\\_Affairs/Student\\_Handbook\\_Policies](https://my.yccc.edu/ICS/Campus_Services/Student_Affairs/Student_Handbook_Policies).

Without your consent or a FERPA exception, York County Community College does not disclose or provide certain information from your student records to a third party, such as information on class schedule, grades, student accounts, financial aid, discipline records, or official transcripts. This restriction applies, but is not limited to: your parents/legal guardian, your spouse, or your prospective employer.

You may grant the College permission to disclose different types of student record information to a designated third party by submitting a completed FERPA Student Consent to Release Education Records form. Your records will be made available to the authorized third party for as long as the release is valid. The College does not automatically send/provide information to a third-party; you or the party must request that the information be provided.

If you would like to allow the College to disclose information from your student records to a designated third party, complete and submit the form to the Records Office, located at 112 College Drive, Wells, Maine 04090. **You must complete more than one form if you have more than one person with whom the College may share information from your records.**

If you cannot submit the form in person, you can submit it electronically from your college email account to [records@yccc.edu](mailto:records@yccc.edu). **You must include a copy of a signed photo ID other than your college ID along with the completed form.**

Under certain limited circumstances, York County Community College may release and provide the following “directory” information without your written consent. You can request that the College withhold “directory” information by contacting the Records Office.

- Student’s Name
- Hometown
- Permanent Address
- College Email Address
- Birthdate
- Enrollment Status (full-time, part-time, non-matriculated)
- Dates of Attendance
- Major/Area of Study
- Class Level
- Awards & Honors (Dean’s List)
- Certificate(s)/Degree(s) Earned
- Participation in officially recognized activities
- Height/Weight of Members of Athletic Teams
- Photograph

