

Request to Disclose Educational Records

Central Christian College of the Bible

It is the policy of Central Christian College of the Bible, in accordance with the Family Education Rights and Privacy Act (FERPA), to withhold disclosure of personally identifiable information from educational records unless the student has consented to disclosure or FERPA allows disclosure. This policy does not apply to **directory information**, which includes the student's name, CCCB email address, telephone number, photograph, major field of study, enrollment, and class level. At the beginning of a semester, each student is given an opportunity to refuse disclosure of Directory Information.

By signing this form, you give consent to have your **educational records** disclosed to the individuals listed. The purpose of the consent is to allow Central Christian College of the Bible to release educational records or information contained in your records to designated person(s). Educational information includes Financial, Academic, Personal, & Disciplinary Records. You may revoke this consent at any time by notifying the Registrar's Office in writing.

Initial the box(es) below to indicate your consent for CCCB to disclose your educational information to the people of your choice (such as parents, churches, a spouse, and other parties).

<i>Print clearly to identify approved parties.</i>	<i>Initial appropriate boxes below to grant access</i>			
Name	Financial	Academic	Personal	Disciplinary
Address				
City, State Zip				
Name	Financial	Academic	Personal	Disciplinary
Address				
City, State Zip				
Name	Financial	Academic	Personal	Disciplinary
Address				
City, State Zip				
Name	Financial	Academic	Personal	Disciplinary
Address				
City, State Zip				

Financial Information includes your school bill, financial aid status, and so forth.

Academic Information includes classroom attendance, classroom performance, grades, and so forth. If an individual or party (a church for example) is authorized by you to receive your grades directly from CCCB, they must request them in writing each term. You are, of course, free to give copies of your grades to anyone you desire.

Personal Information includes your personal health, emotional state, and so forth.

Disciplinary Information includes any actions that you may be involved in while you are a student at CCCB.

Student's Name _____ Date: _____

Signature _____

Parent Signature if student is a minor _____