

Allegany College of Maryland  
**Student & Legal Affairs**  
Release of Information

FERPA (Family Educational Rights Privacy Act) does not allow a College or its employees to release certain information to third parties – including parents – without *either* written permission from the student *or* a recognized exception to the [federal] law such as an emergency, directory information etc..

**I give Allegany College of Maryland permission to release the information indicated below. I understand that the College may decline to release requested information if such release is deemed contrary to the interests of the College, its employees, or other students. This release applies only to MY records.**

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

Person(s) to whom Information may be released: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Today's Date** \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Circle *one* option: This release expires in **one day** OR **one month** OR **one semester** OR **one year**.  
If no option is selected, the College will presume the release expires at the end of the student's current semester of attendance.

**RECORDS TO BE RELEASED:**

Any information possessed by Allegany College of Maryland.

**OR** (check only the information you want released):

- Disciplinary Records
- Housing records
- Admissions/Registration Records
- Grades
- Other academic information (eg., class performance, attendance, etc.)
- Financial Aid
- Work-Study/employment
- Other financial records (eg., tuition, fees, balances, fines, etc.)
- Other (specify): \_\_\_\_\_

*I understand that I have the right not to sign this Release and that my records will remain completely confidential in accord with the Family Education Rights and Privacy Act. No one unduly pressured or forced me to sign this Release.*

*\*To be valid, this document must be signed either in the presence of a College official or a licensed notary.*

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

\_\_\_\_\_  
College Official **OR** Notary Signature