

# Southeastern Esthetics Institute



## FERPA Release Form

### FERPA: Purpose of This Form

Pursuant to the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, SEEI cannot disclose personally identifiable information contained in the student's education records without the student's written consent, except to the extent that FERPA authorizes disclosure without consent. A parent does not have the automatic right to view his/her child's records without the expressed written consent of the student, unless that parent can provide proof that the student is still a dependent for income tax purposes.

Please note School Officials with a legitimate educational interest in the educational records as well as external entities including, but not limited to, Department of Education officials, Veteran's Affairs officials, Auditors, and State and Federal Regulatory Agencies are able to review student files without written consent.

Students may grant any third party (e.g., spouse, parent, and/or sponsor) permission to access his/her education records or any portion thereof by completing this form and returning it to the appropriate records custodian.

### **FERPA Release (Please Print Clearly)**

Please note that this consent only permits the disclosure of records maintained in the office/unit/department indicated below.

As such, records maintained in other offices will not be disclosed as a result of this authorization.

I, \_\_\_\_\_ (Print Student Name), authorize the release of:

- No information from any department
- All my records maintained by any department Southeastern Esthetics Institute.
- The portion of my records maintained by the Office of Student Financial Aid, or Academics, or any other department at Southeastern Esthetics Institute and described below:

Person(s) to whom disclosure should be made:

\_\_\_\_\_

Full Name (First, MI, Last)

\_\_\_\_\_

Relationship to Student

Description of Records to be disclosed (only fill in if third box above is checked):

\_\_\_\_\_

\_\_\_\_\_