

9931 Willows Road NE  
Redmond, WA 98052  
Phone (425) 558-0299  
Toll-Free (866) 478-5236  
FAX (425) 558-0378

www.digipen.edu

## Student Consent for Release of Records

Under the protection of FERPA (Family Educational Rights & Privacy Act of 1974), DigiPen will not release any information pertaining to a student's academic, financial, or account records to any family member or personnel who may request information about an individual's record unless it is indicated by the student below.

Name: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Step 1** Please check which information you would like to release:

- ☐ **A. Academic information** – This includes all grades, how many credits are being taken and access to your instructors and academic advisor. We do **NOT** automatically mail grades to selected individuals.
- ☐ **B. Financial Aid and Account information** – This includes the amount of loans and financial aid awarded, tax information, and **the ability to inquire about your account balance and pay your bills.**
- ☐ **C. Full/all information requested** – This option allows for all of the above information requested to be released.
- ☐ **D. Not at this time** – *If you check this box you are fully aware of the following: Anyone who requests non-directory information will be told that 'no information is available'. This would include your parents, spouse, employer, and anyone who you would wish to contact DigiPen on your behalf; whether for academic, financial, or other reasons.*

### **Step 2** Please fill out below if you chose A, B, C (do not fill out below if you chose D).

DigiPen may release the above selected information to the following individual(s) upon request. This authorization shall be in effect until I provide written revocation to the Office of the Registrar. My records may be released to:

Name: _____	Relationship: _____
Mailing Address: _____ _____	Email: _____ _____
_____	Phone: _____ _____
Name: _____	Relationship: _____
Mailing Address: _____ _____	Email: _____ _____
_____	Phone: _____ _____
Name: _____	Relationship: _____
Mailing Address: _____ _____	Email: _____ _____
_____	Phone: _____ _____

*See reverse for more information*

## **Frequently Asked Questions**

### **1. Where can I find more information about my rights as a student under FERPA?**

More information is available online at <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

### **2. What if I'm under 18?**

At any age, if you are taking post-secondary level courses at DigiPen, your FERPA rights regarding your education records at DigiPen belongs to you, and not your parents.

### **3. What if I simply want my transcripts to be sent somewhere on a one-time basis?**

You are able to print and mail a copy of your grades at anytime using SRS. If you would like an official transcript mailed, please use the separate form available for one-time-only transcript requests. DIT does **NOT** automatically mail grades to individuals listed on this form.

### **4. Who might ask for my directory information?**

We will respond to credit bureaus, professional reference checkers, employers, landlords, banks and other financial institutions, the federal government and other individuals/organizations with typically reasonable and legitimate requests for directory information. We will always exercise discretion and not respond to unreasonable requests. If you refuse consent of directory information, we will honor your request except in situations where a release is otherwise permitted or required by law. Directory information at DigiPen Institute of Technology is currently defined as your name, local telephone number, Institute email address, your major, dates of attendance, full or part-time enrollment status and previous educational institutions attended. Please see online catalog for the most up-to-date information.

### **5. What will happen if I do not list anyone OR do not turn in this form?**

As explained on the front of this form, anyone who requests non-directory information will be told that 'no information is available'. This would include your parents, spouse, employer, and anyone who you would wish to contact DigiPen on your behalf; whether for academic, financial, or other reasons. DigiPen faculty and staff CANNOT divulge/discuss ANY information regarding your financial aid, academic progress, account balances, etc (even those with 'good intentions') without your consent.

### **6. What if I need someone's help with my tuition, account, or financial aid status?**

List specific individuals on this form, even if you think an item is 'no big deal' to discuss.

### **7. What if I fill out this form now, and change my mind later?**

Simply fill out a new Student Consent to Release of Records form, and check the "Not At This Time" box. Your rights remain intact so long as you are a current or former DigiPen student.

## **Important Information for Parents**

DigiPen Institute of Technology may disclose information to parents or legal guardians of dependent children ONLY if one of the following conditions is met:

### **1. Student completion of this form OR**

2. Submission of a copy of the first page of a parent's or legal guardian's income tax return, which shows that the requesting parent or legal guardian did claim the child/student as a dependent on the most recent U.S. federal income tax return. We need to see only the front page of the federal 1040 tax return that shows the student as a dependent. You may feel free to cover the actual financial information. When the parents or legal guardians are divorced, we will accept a copy of a court decree (or a Settlement Agreement incorporated into the court decree) that gives one party or the other the right to claim the child/student as a dependent for federal income tax purposes. **Note:** If the student is a tax dependant of a parent or legal guardian, non-custodial parent(s) with proof that they are the natural parent(s), may inspect and review the education records of their child unless the Office of the Registrar has been provided with evidence that there is a legally binding instrument, or state law, or court order which provides to the contrary. The request must be in writing and the Office of the Registrar personnel will notify the custodial parent(s) or legal guardian(s).

The key under the law is that the child be claimed as a dependent and not simply that a parent or legal guardian be assisting in the cost of education of the child.

Parents or legal guardians who meet the requirements of one of the above mentioned conditions may have access to the records of their dependent child (ren). You will be asked to supply this information once during each academic year. For more information, please contact the Office of the Registrar.