



FERPA RELEASE FORM

Permission for Access to Non-Directory Information

Please return to the Registrar's Office

5001 N. Oak Trafficway
Kansas City, MO 64118

* Fax: 816-414-3705 * Email: registrar@mbts.edu

- This form allows students to grant the designated individual(s), parents, guardians, spouse, and/or others access to their educational records maintained by the Office of the Registrar, Business Office and Financial Aid Office.
- Anyone given access to a student's records may have access to ALL academic student records. (A student cannot give a parent access to their billing information, but not give them access to view their grades.)
- All permissions granted will stay in effect until revoked by the student. **Only submit a new form if updating information.** Please return this form to the Office of the Registrar in the Classroom Building.
- SEE BACK PAGE FOR DEFINITIONS OF FERPA, EDUCATIONAL RECORDS, AND PUBLIC RECORDS.

I give permission for the following person(s) to have access to my academic records. Please indicate your current preference for each category every time a change is made to add or restrict information.

CHECK ONE:

PLEASE PRINT CLEARLY

Release to or Cancel release _____ Relationship: _____
Name

Release to or Cancel release _____ Relationship: _____
Name

Release to or Cancel release _____ Relationship: _____
Name

Release to or Cancel release _____ Relationship: _____
Name

I am: Non-Degree Seeking Associates Bachelors Masters Doctoral CLD MWI

Print Name

Last Five Digits of Student ID Number

Student Signature

Date

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personal identifiable information contained in such records (other than directory information) without the written consent of the student. Please see FERPA information in the academic catalog.

www.mbts.edu/academics/catalog.htm

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person you have given access to will be able to discuss your records or student accounts with representatives of the Registrar, Business Office and Financial Aid Offices without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside of the seminary/college access to their educational records. (See Directory Information below.)

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records just fill out a new form and cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Records such as financial aid files, advisement files, disciplinary records, admission files, and academic records, will be released upon request by designated parties.

WHAT DOES THE COLLEGE/SEMINARY DIRECTORY INFORMATION?

Directory information can be given out *without* the student's written consent. The following information is considered to be directory information by Midwestern and, therefore, information that is generally not considered harmful or an invasion of privacy is disclosed:

Name, address, & telephone listing
Dates of attendance, degrees, and awards
Most recent previous school attended
Field of study (program/major)
Participation in officially recognized activities
Photographs
E-mail addresses
Full-or part-time status

Note: If directory information has been restricted, then no information will be released even to parties designated on the front of this form.