



## FERPA Release of Information Form

### Student Contact Information

Date: _____	
Name: _____	SID: _____
E-mail: _____	Phone: _____

### Family Educational Rights and Privacy Act of 1974 (20 U.S.C. § 1232g) ("FERPA")

FERPA is a federal law that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education. Under FERPA, Wake Technical Community College may not share the contents of a student's student conduct file with anyone other than the student without the student's written consent, unless a recognized exception applies.

### Role of the Advisor

The Wake Technical Community College Student Conduct Code affords students and student organizations involved in the College's disciplinary process the right to an advisor of the student's or the student organization's choice. The role of an advisor is explained in the Information and Agreement for Students and Their Advisors, which will be provided with this FERPA Release of Information Form. The purpose of this authorization is to permit the College to disclose certain information to your advisor to assist the advisor in performing his or her duties during the disciplinary process. As explained in the Information and Agreement for Students and Their Advisors, the College's primary conversations during the disciplinary process will be with you directly and not with your advisor, notwithstanding your authorization below.

### Advisor Information

Name: _____	Relationship: _____
E-mail: _____	Phone: _____
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### Release of Information

Please release the following information to the individual(s) listed under the Advisor(s)' Information section of this form:

- Contents of my Entire Student Conduct file
- Contents of my Student Conduct File related to the specific case(s) or incident(s) described below:

\_\_\_\_\_

- Other: \_\_\_\_\_

### Authorized Manner of Release

I authorize the release of the information specified above to my advisor in the following manners:

- Oral Discussion in my presence (whether during disciplinary hearings or meetings or otherwise)
- Document access in my presence (whether during disciplinary hearings or meetings or otherwise)
- All of the above

### Student Responsibilities and Consent for Disclosure

#### I understand that:

- It is my responsibility to share information regarding the student conduct process and the role of the advisor with the advisor.
- I may revoke this consent, in writing, at any time, and I understand that such revocation will apply to any future disclosures and not to authorized disclosures already made prior to the revocation.
- My advisor does not adhere to their defined role, they may be removed from the hearing.
- I will not be contacted or specifically informed after an authorized disclosure is made.

**By signing below, I am voluntarily giving my consent to Wake Technical Community College to disclose the information indicated above in the manner indicated above to the individual indicated above.**

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Student Signature

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Date