



STUDENT CONSENT TO RELEASE EDUCATION RECORDS FORM (FERPA WAIVER)

Students must submit this form to the Center of Advising & Registration.
Central Maine Community College, 1250 Turner Street, Auburn, ME 04210

STUDENT INFORMATION:

Name

Student ID

Phone Number

Email Address

STUDENT CONSENT*

I hereby authorize the following changes regarding third party access:

Third Party Name

Reason for disclosure (examples: family communications;
employment; admission to an educational institution)

Email Address

Phone Number

Record Type:

Academic Records (examples: grades/GPA, advisor,
demographic, registration, student ID number, academic
progress status, attendance records, disability
accommodations, and/or enrollment information)

Grant Access

☐

Revoke Access

☐

Student Account Records (examples: billing statements, charges
credits, payments, past due amounts, and/or collection activity)

☐☐

Financial Aid Records (examples: Financial aid awards, application data,
disbursements, eligibility, and/or satisfactory academic progress)

☐☐

Student Affairs Records (examples: housing file, conduct file
including pending issues, extracurricular activities)

☐☐

Student Employment Records (example: employment verification)

☐☐

Other Records (examples: medical, counseling)

☐☐

Student Signature

Date

*Your consent will remain in effect until you submit a new form to the Center of Advising & Registration.



Student Consent to Release Education Records (FERPA WAIVER)

**Students must submit the form to the Center of Advising & Registration.
Central Maine Community College, 1250 Turner Street, Auburn, ME 04210**

The Family Educational Rights and Privacy Act (FERPA) provides students with certain rights regarding their education records. Central Maine Community College (CMCC) complies with FERPA. The College policy can be found at <https://www.cmcc.edu/student-right-to-know/privacy/>.

Without your consent or a FERPA exception, CMCC does not disclose or provide certain information from your student records to a third party, such as information on class schedule, grades, student accounts, financial aid, discipline records, or official transcripts. This restriction applies, but is not limited to: your parents/legal guardian, your spouse, or your prospective employer.

You may grant the College permission to disclose different types of student record information to a designated third party by submitting a completed FERPA Student Consent to Release Education Records form. Your records will be made available to the authorized third party for as long as the release is valid. The College does not automatically send/provide information to a third-party; you or the party must request that the information be provided.

If you would like to allow the College to disclose information from your student records to a designated third party, complete and submit the form to the CMCC Office of the Registrar, located at 1250 Turner Street, Auburn, ME 04210. You must complete more than one form if you have more than one person with whom the College may share information from your records.

If you cannot submit the form in person, you can submit it electronically from your college email account to CMCCRegistrar@maineccc.edu. **You must include a copy of a signed photo ID other than your college ID along with the completed form.**

Under certain limited circumstances, CMCC may release and provide the following “directory” information without your written consent. You can request that the College withhold “directory” information by contacting the Office of the Registrar.

- | | |
|---|---|
| • Student’s name | • Class level |
| • Hometown | • Awards/honors, including Dean’s List |
| • Permanent address | • Degree/certificate earned |
| • College email address | • Participation in officially recognized activities |
| • Date of birth | • Height and weight of members of athletic teams |
| • Enrollment status (full-time, part-time, nonmatriculated) | • Photographs |
| • Dates of attendance | |
| • Major/area of study | |