



ENTERPRISE STATE  
COMMUNITY COLLEGE

# FERPA WAIVER FORM

*The Family Educational Rights and Privacy Act (FERPA) of 1974 insures students of the right to privacy and confidentiality with respect to their educational records. With a student’s written consent, the Registrar (or designee) may disclose any confidential information on file to any individual or agency named by the student.*

This form is provided as a means for students to give the Registrar (or designee) permission to discuss their academic records with someone other than themselves (i.e., with a parent, guardian, etc.). *This information can only be given in person, not over the phone or email.*

Written consent will be kept permanently on file, and the Office of the Registrar (or designee) will release information regarding the student’s academic record to those person(s) who have been designated on this form. If for any reason a student decides to cancel this release, he/she must submit a letter withdrawing the consent, indicate the person(s) affected, and send or deliver the written notice to: Enterprise State Community College, Office of the Registrar, 600 Plaza Drive, Enterprise, AL 36331.

**I hereby authorize the Registrar (or designee) to release information regarding my academic record to the person(s) whose name(s) appear below:**

Disclose to: Name (Print): _____	Relationship to student: _____
Disclose to: Name (Print): _____	Relationship to student: _____
Disclose to: Name (Print): _____	Relationship to student: _____

***Academic Records consist of grades, transfer information, financial aid information, academic transcript and related records of academic standing.***

\_\_\_\_\_  
Student’s Name (print)

\_\_\_\_\_  
Student ID

\_\_\_\_\_  
Student’s Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
ESCC Employee witness to student signature

\_\_\_\_\_  
Date

\*a copy will be sent to the Financial Aid office

Registrar’s Office

P: 334-347-2623 | F: 334-393-1450

Mailing: P.O. Box 1300 | Enterprise, AL 36331 | Physical: 600 Plaza Drive | Enterprise, AL 36330