



## Release of Information Form

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FERPA (Family Educational Rights and Privacy Act) prohibits the improper disclosure of personally identifiable information derived from educational records. FERPA is a federal law that is administered by the Family Policy Compliance Office in the U.S. Department of Education: 20 U.S.C. § 1232g; 34 CFR Part 99. FERPA applies to all educational agencies and institutions (e.g., schools) that receive funding under any program administered by the Department.

Once a student reaches 18 years of age, or attends a postsecondary institution, he or she becomes an "eligible student," and all rights formerly given to parents under FERPA transfers to the student. The eligible student has the right to have access to his or her education records, the right to seek to have the records amended, the right to have control over the disclosure of personally identifiable information from the records (except in certain circumstances specified in the FERPA regulations, and the right to file a complaint with the Department. The term "education records" is defined as those records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.

Therefore, AC/C TECH is seeking authorization to release transcript information as well as test scores to your employer/sponsor (\_\_\_\_\_). Likewise, your consent will allow your employer/sponsor to send OJT evaluations to AC/C TECH. Lastly, your consent is required in order to participate in the AC/C TECH online training program, and that the online training is solely for your use, and that you agree to keep the login code and training information confidential.

- Please release my school records as described above.
- Please do not release any information.

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

I understand that electronically typing my name in this document is considered to have the same legally binding effect as signing my signature using a pen and paper.

This institution is authorized by:  
**Indiana Commission for Higher Education**  
**The Indiana Board for Proprietary Education**  
101 West Ohio Street, Suite 300  
Indianapolis, IN 46204-4206  
1-800-227-5695 or 317-464-4400