

July 1, 2008

Dear Student:

In order to be in compliance with the Family Educational Rights and Privacy Act (FERPA), education services will now require a disclosure of information form in your student file. The Student Authorization for Disclosure of Information will need to be filled out by the student if over the age of 18. It will need to list the college the student attends, as well as any other person(s) who can check the status of their application and awards. If under 18, the parent or guardian will need to complete this page and sign, also listing other persons to whom information may be given.

If an interested party makes inquiry regarding your file and his or her name is not listed on a disclosure form or if a disclosure form is not located in your file, no information will be released to the inquirer. Education services will only be permitted by law to release information directly to the student/client, unless the Student Authorization for Disclosure of Information is on file with our department.

Since client's original signatures are required on this form, it must be mailed or personally delivered to our office. Remind any party calling on your behalf and listed on the disclosure form that he or she will have to provide your Social Security number to be assisted.

Please keep in mind that without this form, it will be a violation of the privacy act to give out any information concerning your file and/or awards to anyone other than yourself. If you have any questions, please contact the higher education program at 580-421-7711.

Sincerely,

Lisa John, Administrator
Division of Education