

ACCESSABILITY SERVICES



Family Educational Rights and Privacy Act (FERPA) Student Consent Form

It is important for all students at WestConn to be familiar with the laws and procedures that govern access to student records. The Family Educational Rights and Privacy Act of 1974, commonly referred to as FERPA, is a federal law designed to protect the privacy of and limit access to the educational records of students. No one outside the university shall have access to nor will the university disclose any information from a student's educational records without his/her written consent, with the following exceptions: students' educational records will be open to personnel organizations providing financial aid, accreditation groups, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons. Parents of a student who is officially documented as their dependent for income tax purposes may see a student's record only at the discretion of the university.

You may sign the AccessAbility Services Student Consent form if you wish, but this is not required. When completing the form, make sure you write the name of the person(s) with whom you wish to share your records and check off only the information that you are willing to release (enrollment and attendance records, grades and academic standing, disability documentation and AccessAbility records). You may choose to release all or some of this information. It is your decision!

Please note that if you are willing to release either your health or mental health records, this AccessAbility Services Student Consent Form cannot be used. You must visit the university's Health Service and/or Counseling Center to complete their respective "release of information" forms. Health Service is located in Litchfield Hall and the Counseling Center is located in Student Center 222 (Midtown Campus). If you need to complete a FERPA for matters relating solely to the university and not AccessAbility Services, please visit the Dean of Students in Old Main 306.

Once you have filled out the AccessAbility Services Student Consent form, you must bring it to the Coordinator of AccessAbility Services. You can revoke your consent at any time by submitting a **written request** to the Coordinator of AccessAbility Services.



AccessAbility Services
Student Consent Disclosure Form
(OPTIONAL)

Student Name (print) _____

Student ID Number _____

I was claimed as a dependent on my parent's / parents' / guardian's most recent tax form

Yes _____ No _____

(if you check "yes" you must indicate below those who have claimed you as a dependent)

I know that the Family Educational Rights and Privacy Act of 1974 as amended (FERPA) protects the privacy of my student educational records and limits access to the information contained in those records.

I have indicated below the individual(s) who may have information from my records:

1. Name _____
Address (city/state/zip) _____
Phone _____ Relationship to Student _____

2. Name _____
Address (city/state/zip) _____
Phone _____ Relationship to Student _____

By signing this form I authorize the above named individual(s) to be informed about the following information (check all those who apply)

- My enrollment and attendance records
- My grades and academic standing
- My disability documentation
- My AccessAbility Services records

(Note: If you also wish to release health records, Counseling Center records, or other university related information, you must visit the appropriate offices and fill out separate release forms in each case. Health Service is located in Litchfield Hall. The Counseling Center is located in Student Center 222. Student Affairs is located in Old Main 306)

I also understand that I am under no obligation to sign this consent form and that I may revoke consent at any time.

Signature _____ Date _____

