



In compliance with the federal Family Educational Rights and Privacy Act of 1974, the College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, financial aid (including scholarships, grants, work-study) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting a completed Student Consent to Release Education Records. You must complete a separate form for each third party to whom you grant access to information on your education records. The specific information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party.

Submit your completed form to Registrar's Office, at Cogswell College. Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the same address. **NOTE:** For the third party designee your name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. However, it is the College policy not to release certain aspects of the student records (e.g., registration, grades, GPA) over the phone or via email.

Student Information

Last Name (Student)	First Name	Student Identification Number
Address		Telephone
City, State, ZIP/Postal Code		

Individual or Agency to Whom Access May Be Granted

Last Name	First Name	Email Address
Address City, State, ZIP/Postal Code		Telephone

Information types allowed (Check one or more of the boxes below to grant authorization):

- Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress
- Judicial and Student Life records

When the party named above contacts Cogswell College, he/she will be asked to authenticate his/her identify by providing at least one personal security question answer. **You, the student, should choose at least one personal security question and provide it to your third party contact.** Do not choose a question that could easily be guessed. If your third party contact is not able to correctly provide the correct answer to the personal security question, Cogswell College will not release any information from your record. If you forget or misplace your personal security question, Cogswell College can provide it to you by sending it to your College email address or you may come to the Registrar's Office on campus to make changes or get a reminder.

Elementary School	Favorite Teacher's Name	Favorite Pet's Name	Other
Date	Signature		