

St. Mary's College of Maryland
Student Information Release Authorization (FERPA Form)

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974 St. Mary's College of Maryland (SMCM) is prohibited from providing certain information from your student records to a third party, such as information on grades, billing tuition and fee assessment, financial aid (including scholarships, grants, work-study or loan amounts) and other student record information. This restriction applies, but is not limited to your parent(s), your guardian, your spouse or a sponsor.

At your discretion you may grant St. Mary's College of Maryland permission to release information about your student records to a third party by submitting a completed *Student Release Authorization Form*. Third Parties are usually mothers, fathers, step-parents, husbands, wives, guardians, or anyone with whom you share a joint interest in your college pursuits. You must complete a separate form for **each** third party to whom you grant access to information on your student records. The specified information will be verifying information completed on this form. **St. Mary's College of Maryland does not automatically send information, including grade reports, to a third party.**

The completed form can be submitted to the Glendening Hall Student Services desk or mailed to:

Office of Registrar
Glendening Hall Room 120
18952 E. Fisher Road
St. Mary's City, MD 20686

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 above address. Information will not be released to the third part designee on this form unless the St. Mary's personnel can verify the identity of this third party (please see Section D: Security Questions). Also, this form needs to be signed in the presence of a SMCM staff member (to include authorized student workers). Your ID will be verified with your SMCM ID card. If you are submitting the form from off campus your signature must be notarized.

Section A: Student Information	
Name (last, first, middle initial)	Student ID Number:
Complete current mailing address:	Daytime Phone Number:
Section B: Third Party Designee	
Name (last, first, middle initial)	See Section D: Security Questions below
Address	Daytime Phone Number
Relation to Student	E-mail Address
<p>Authorization to grant access to different types of information and student account records- Please check one or more boxes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Billing statements, charges, credits, payments, past due amounts, and/or collection activity <input type="checkbox"/> Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information <input type="checkbox"/> Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status <input type="checkbox"/> St. Mary's College-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity <input type="checkbox"/> Access to student records kept by the Office of the Registrar, Business Office, Financial Aid, including all of the above examples <input type="checkbox"/> Judicial/disciplinary records and information regarding judicial/disciplinary proceedings <input type="checkbox"/> Housing information <input type="checkbox"/> All of the above <p>Other information (please specify):</p>	

Section C: Certification	
I authorize the above third party, named in Section B, to access the above indicated student record and/or account information through (<i>check all that apply</i>): <input type="checkbox"/> a joint conference (with all parties in attendance) <input type="checkbox"/> without me present <input type="checkbox"/> through a telephone conference (with all parties participating)	
Student Signature: (ID must be presented and signature witnessed by an authorized SMCM staff member)	Date:
SMCM Witness signature: SMCM Office:	Date:

Section D: Security Questions	
(Note: the answers will be used to identify the third party designee, so please consult with the person to be sure s/he knows the answers)	
Question 1:	Answer:
Question 2:	Answer:
Question 3:	Answer:

For Information regarding specific topics, please call the appropriate office:

<ul style="list-style-type: none"> ○ Billing statements, charges, credits, payments, past due amounts, and/or collection activity 	<u>Business Office</u> 240-895-4303/4315
<ul style="list-style-type: none"> ○ Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information 	<u>Office of Academic Services</u> 240-895-4388
<ul style="list-style-type: none"> ○ Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress status 	<u>Financial Aid Office</u> 240-895-3000
<ul style="list-style-type: none"> ○ St. Mary's College-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity 	<u>Financial Aid or Business Office</u> 240-895-3000 (FA) 240-895-4303/4315 (B)
<ul style="list-style-type: none"> ○ Judicial records and information regarding judicial proceedings/disciplinary records 	<u>Judicial Programs</u> 240-895-4209
<ul style="list-style-type: none"> ○ Housing information 	<u>Office of Residence Life</u> 240-895-4207

Please direct your inquiries to these offices; inquiries about students made to the Office of the Provost or Office of the President will be forwarded to these offices as appropriate, thus delaying response time.