

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

Students *may* use the Student Information Release Authorization (FERPA form) *if they would like* to grant permission to specified St. Mary's College of Maryland offices to release information about their student records to a third party. Third Parties are usually mothers, fathers, step-parents, husbands, wives, guardians, or anyone with whom the student shares a joint interest in their college pursuits.

This form is purely voluntary and no student is ever required to complete this form.

Directions for Use:

- 1) A separate form must be submitted for each individual third party to whom the student grants access to information on their student records. For example: if the student wants to grant permission to both mother and father, s/he would need one form for each (the security questions and answers can be the same).
- 2) When speaking with the third party, in order for the SMCM staff to identify the third party by phone or in person, the third party will be required to correctly answer the three security questions on the form.
- 3) At the end of Section B, the student will check the box to indicate the specific information s/he is granting permission to release.
- 4) In Section C the student will check the format in which SMCM can release information to the third party. Information is usually shared with the third party verbally either in person or by phone. Written information such as grade reports are not automatically sent to a third party.
- 5) If the form is completed on campus, the student must sign the form in the presence of a SMCM staff member. This staff member can be any SMCM employee or official SMCM student workers to include Residence Assistants (RA) and Orientation Leaders (OL). The SMCM staff who verifies the student's identification and witnesses the signature must sign and date the form and indicate the office in which s/he is working.
- 6) If the form is completed off campus, the student must have his/her signature notarized.
- 7) The form will not be accepted if any of the following information is missing:
 - a) Students name and SMCM ID
 - b) Name and relationship of third party designee
 - c) No boxes checked in Section B
 - d) No boxes checked in Section C
 - e) If on campus the student's signature is not witnessed
 - f) If off campus the student's signature is not notarized
 - g) The three security questions and answers are missing
- 8) If a student has a specific question about the form, s/he can contact the Office of the Registrar 240-895-4336 or email registrar@smcm.edu