College Credit Plus FERPA Consent Form

COTC complies with The Family Educational Rights and Privacy Act (FERPA) and has strict policies and procedures in place governing student records. Unless an exception to FERPA applies, the College does not disclose student records or information to anyone (including a student's parents) without the student's written consent.

For more information you can view the Student Rights under FERPA that are published on the College website https://www.cotc.edu/post/privacy-records-ferpa and the U.S. Department of Education's FERPA website.

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Legal Name: Last Name First Student ID or DOB

_____

Name of Middle School/High School High School Graduation Year

Student Consent to Release Information

I hereby authorized and consent to the disclosure of my education records and information for the purpose of providing support related to my enrollment in the College Credit Plus Program between middle school, high school, or COTC representatives or officials AND the parent(s)/guardian(s) named below. These education records and information may include but are not limited to records of attendance, participation, grades, academic transcripts, assignments, and academic and behavioral conduct.

This consent expires when I am no longer enrolled in College Credit Plus program, and I may revoke consent at any time by sending a written request to the COTC CCP Office at the address listed below. I understand my middle school/high school district may release my SSID#, Maximum Credit Hours, and transcript to COTC.

Secret word: _____

Name of Person Authorized:_____

Relationship:_____

Name of Person Authorized:_____

Relationship:_____

A photo ID is required for the person(s), named above, to be presented in person, at the time of viewing and/or discussing the specific records listed above.

PLEASE READ – THIS IS A WAIVER/RELEASE OF PRIVACY RIGHTS

I am giving this consent to disclose education records voluntarily and I understand the consequences of my giving this consent.

_____ _____

Student Signature Date

NOTE: This form must be completed and returned to COTC. You may scan and email to ccp@mail.cotc.edu or mailed to Central Ohio Technical College, 1179 University Dr., Newark, OH 43055 ATTN: College Credit Plus