

ODESSA COLLEGE

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Revoke Access to Student Records

FERPA: The Family Educational Rights and Privacy Act

FERPA is a federal law designed to protect the privacy of a student's education records. The law applies to all institutions of higher education which receive funds under applicable programs of the U.S. Department of Education. This act protects your personal information from unauthorized distribution to third parties. With limited exceptions, Odessa College must have a signed acknowledgement from you before personal information can be released to a third party (i.e., spouse, parent, employer, etc.).

Student Name: _____ Date of Birth: _____ OC ID: _____

This form serves as your signed revocation of consent for Odessa College to release the indicated educational records to the individual identified below. One form is required per authorized individual. If you wish to reinstate this individual's authorization, you will need to fill out another *Grant Access to Student Records* form. Please fill out this form on-line, print, sign, and return to one of the offices indicated below. Once received, the document will be processed in 2 to 3 business days.

I _____ the undersigned, hereby revoke the authorization for Odessa College to release my educational records to the designated individual or entity listed below:

Individual/Entity

Name: _____

Address: _____

Phone: _____

Relationship:

- Parent/Guardian**
- Spouse**
- Other** _____

By signing this revocation, I am reinstating my rights of nondisclosure of my student records under FERPA to the person or entity specifically listed herein. I understand that if I am a dependent for tax purposes, Odessa College may (but is not required to) release educational records to parents and legal guardians, regardless of my consent. This executed FERPA Revocation Form will be in effect and retained in my student records from the date indicated below until I notify Odessa College of a change by filling out another FERPA Grant Access to Student Records form.

Student Signature: _____ Date: _____