THOMAS NELSON
The Peninsula's Community College

THOMAS NELSON COMMUNITY COLLEGE **COVID-19**
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RELEASE

EFFECTIVE FOR ACADEMIC YEAR:_____

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student educational records. For the student's protection, FERPA limits release of student record information without the student's explicit written consent. However, FERPA allows the student's parent(s) or legal guardian(s) the right to review those records if the parent(s) or legal guardian(s) claim the student as a dependent on the most current Federal Income Tax Return.

Instructions: STUDENTS COMPLETE PART A or PARENT(S) COMPLETE PART B. Form must be signed, dated, and emailed to registration@tncc.edu. Please email your form from your Thomas Nelson email account or from your personal email account on file. You will receive a link within two business days requesting a copy of your U.S. state or government issued identification. After reviewing your identification, the signed form will be emailed to you.

Part A – TO BE COMPLETED BY STUDENT
If you want to authorize Thomas Nelson Community College to disclose information to the below named person(s), please complete Part A, sign, date, and email this form to registration@tncc.edu.

Student Disclosure and Release of Information
I understand that any and all identifiable information concerning my educational records is protected under FERPA. I further understand that I may waive that protection and give access of my educational records to individuals of my choice. This release allows the below named individuals to access information maintained in all educational records.

I agree to waive my rights under FERPA and allow the below named person(s) to receive access to my educational records.

NAME (first, middle, and last) Please Print	RELATIONSHIP TO STUDENT

By typing my name on this release, I authorize Thomas Nelson to release any and all educational records to the person(s) listed above. I understand that I can revoke this release at any time by notifying the Office of Enrollment Services.

_____ _____ _____
Student Signature EMPLID# Date

OR

Part B – TO BE COMPLETED BY THE PARENT(S)/LEGAL GUARDIAN(S)
In lieu of a student's signed release, complete Part B of this form and email the form to registration@tncc.edu. You will receive a link within two business days requesting a copy of your U.S. state or government issued identification and your current year's Federal Income Tax Return to certify that the student is your dependent according to Section 152 of the Internal Revenue Code. After reviewing your tax return and identification, the signed form will be emailed to you. Part B is valid only for the current academic year. Since IRS dependency can change annually, **you must submit copies of your Federal Income Tax Return each year along with this form to continue access to your student's educational records.**

In order to gain access to my dependent's educational records, I certify that I am the parent(s)/legal guardian(s) of _____ with EMPLID# _____ and that the student is a dependent according to Section 152 of the Internal Revenue Code.

_____ _____
Parent(s)/Legal Guardian(s) Name **Date**
By typing my name on this release, I certify that I am the parent(s)/legal guardian(s)

Parent(s) Address _____

Note to Parent(s)/Legal Guardian(s): If your student is not a dependent as defined by IRS standards, we will only be able to release information about the student's educational records if the student completes **Part A** of this form. In the case of divorce or separation, where only one parent claims the child as a dependent, Thomas Nelson grants equal access to educational records to the other parent if the information is completed in **Part B.** Exceptions to this rule include a court order or legally binding documents stating otherwise.

_____ _____
College Registrar **Date**