AUTHORIZATION TO RELEASE CONFIDENTIAL INFORMATION OR NOT DISCLOSE DIRECTORY INFORMATION

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), when a student reaches the age of 18 or is attending an institution of post-secondary education at any age, the rights of access to student records "transfer from the parents to the student" and the student has the sole right to his/her educational records-UNLESS the parents submit verification that they claimed the student as a dependent on their most recent Federal Income Tax return OR the student submits written authorization to release information to their parents, guardian, spouse, or a sponsor to Lamar State College Orange Admission Office.

As a matter of policy, LSCO reserves the right not to release certain aspects of student records (e.g., registration, grades, grade point average over the telephone or via electronic mail.)

INSTRUCTIONS AND INFORMATION: In order to facilitate the authorization to release educational records to listed third parties or not disclose directory information, **please complete this form and deliver it to the LSCO Admissions Office with a photo identification or submit a notarized original by mail to: Attn: Admissions 410 Front Street, Orange, Texas 77630.**

The authorized party must identify himself or herself to the office at each contact and inform us that the authorized paperwork is on file.

SECTION A: Student Information

Student Name (Last, First, Middle Initial)	Student ID Number

	YES – My directory information may be released to the designee below
	NO – My directory information may NOT be released – If you choose NOT skip section B – D. Sign Section E only.

Section B: Authorization to Release Information to Specified Individuals

By signing this form, I understand that I am authorizing Lamar State College Orange to release the indicated information to the person (s) specified. I understand that this release does not include medical or counseling information. If you wish to release the following information, please check the items that you are authorizing the College to release and the names and addresses of the persons to whom you are authorizing to be eligible to receive this information.

	ALL Records: By marking ALL, you are releasing ALL information to your designee. This includes Academic Records, Financial Aid Information, Cashiering & Student Accounts, and Advising.
	Academic Records: Grades/GPA, demographic data, registration, Student ID number, academic progress, other enrollment and advising information.
	Financial Aid Information: Awards, application data, disbursement, eligibility, satisfactory academic progress.
	Cashiering & Student Accounts: Billing statements, charges, credits, payment, past due amounts, collection activity.
	Advising: Advising office records including information collected or disbursed during advising appointments, degree audit materials.
	Other (if CHECKED, PLEASE SPECIFY)**:**

Section C: Third Party Designee (only 1 per form can be added)

Name (Last, First, Middle Initial)	Contact Number	Relation to Student

Current Mailing Address (street or PO Box#, Apt. #, City, State, and Zip Code)	Designate a 4-digit code (will be used to verify designee)

Section D: Student Signature Authorizing Release of Information

I, the student, understand that by signing this form, that I grant LSCO permission to discuss and/or release information in my education records to the person listed above. I further understand this form will be kept on permanent file and that I may revoke it at any time by submitting an updated form. This authorization does not permit the listed party to make any changes to my educational records.

Student's Signature	Date

Section E: Student Signature – Do NOT release my directory information

I, the student, understand that by signing this form, my directory information will not be included in news releases in area and home newspapers and on radio and TV broadcasts regarding honors and awards, and participation in campus activities on the LSCO web-site, and in campus programs, publications, and directories. I further understand this form will be kept on permanent file and that I may revoke it at any time by submitting an updated form.

Student's Signature	Date