



Authorization to Disclose Information

Except as allowed under the Family Educational Rights and Privacy Act, Florida Gateway College (FGC) must have written consent from a student on file in the Registrar's Office in order to release information from academic records to another party. In accordance with 34 C.F.R. Part 99 (99.30), the signed and dated consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class or parties to whom the disclosure may be made.

In order to ensure compliance with FERPA, the written consent must be signed in the presence of an approved college witness. **Otherwise, it must be notarized.**

Student Name (Print)

Student ID Number

I hereby authorize disclosure of the educational records as indicated below:

Specify the records that may be disclosed: _____

Purpose of disclosure: _____

Disclosure is authorized to the following party or class of parties:

Name

Relationship or class of parties

Name

Relationship or class of parties

Student's Signature

Date

Signature of witness (must be an approved college witness)

Date

Printed name of witness

State of Florida
County of Columbia

The foregoing was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known by me or who presented identification in the form of _____.

Notary Public, State of Florida
Notary Seal