



FERPA AUTHORIZATION FORM 2018-2019

I understand that in order for Fulton-Montgomery Community College (FM) to disclose personally identifiable information from my financial aid and/or academic records to anyone other than myself, I must provide consent. I further understand that, for any such disclosure over the phone, even to me, FM must authenticate the caller using my FERPA password and my Social Security Number.

I understand that I am not required to sign and return this form if I do not wish consent to be given or if I do not wish to receive information over the phone.

The following **FERPA** password and my Social Security Number must be provided either by me or by any named individual, when making a telephone inquiry. Picture ID will be required when visiting the FM Financial Aid or Registrar Office.

FERPA Password _____
 (The FERPA password must be no more than 10 characters and cannot be your date of birth or your Social Security #)

I give my consent to disclose as indicated below:

Billing Account Information
 Grades
 Class Schedule
 Other (please specify below)
 Financial Aid Information
 Advisement
 Graduation Information

The party or parties to whom a disclosure may be made is:

Name(s): _____
 Relationship: self parent guardian spouse sibling other _____
 (This does not include consent for information to be given to another college)

A parent or other third party must have your FERPA Password, Social Security Number, and authorization from you, before any of your financial aid information can be discussed.

Student Name (please print) _____ Student SS# _____ - _____ - _____
 _____ / _____ / _____
 Student Signature Date

Office Use Only: verified ID
 Financial Aid: _____

STATE OF NEW YORK: **Required when mailing Form to Financial Aid**

COUNTY OF _____ :SS.: _____
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On the _____ day of _____ in the year ____ before me, the undersigned, personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is(are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Under the Family Educational Rights and Privacy Act (FERPA) of 1974, disclosure of information from a student's financial aid record is strictly limited and FM has policies in place to comply with this law.

STUDENTS

You must have a FERPA password on file with FM before any financial aid personnel can discuss your student account over the phone. **This password allows us to identify you.**

To submit a FERPA password, you must complete the FERPA Authorization Form on the other side of this notice and return it to the Financial Aid or Registrar Office.

- **If you choose to return the form IN PERSON, you must show photo identification, driver's license, and/or student ID card.**
- **If you choose to return the form BY MAIL, you must have your signature Notarized.**

If you chose not to submit a FERPA Waiver Form, we cannot discuss any details of your financial aid account over the phone.

If you forget your FERPA password, you must complete a new form.

PARENTS and other THIRD PARTIES

The FM Financial Aid or Registrar Office cannot discuss a student's financial aid or academic information with a parent or other third party unless the student has authorized FM to release information to that party and that party has the student's FERPA Password and Social Security Number. A student who wishes to allow a parent(s) or other third party access to his or her financial aid or academic information must complete the FERPA Authorization Form on the other side of this notice and return it to the Financial Aid or Registrar Office.

- **If you, the student, choose to return the form IN PERSON, you must show photo identification, driver's license, and/or student ID card.**
- **If you, the student, choose to return the form BY MAIL, you must have your signature notarized.**

A parent or other third party must have your FERPA Password, Social Security Number, and authorization from you, before any of your financial aid or academic information can be discussed.

If you have submitted this form to FM previously you need to re-submit if you wish to change the information or establish a new FERPA password.

If you wish to rescind a previously submitted FERPA authorization, you must notify the Financial Aid or Registrar Office in writing.

If you choose not to submit a FERPA Authorization Form, we cannot discuss any details of your financial aid or academics with you over the phone, and we cannot discuss any details of your financial aid or academics with your parent(s) or other third party.