

Release of Information from Student's Records

I, _____, understand that King's College, in accordance with the Family Rights and Privacy Act of 1974 (FERPA), considers all students 18 years of age or older to be legal adults with regard to their student information and records. I hereby give permission to the Student Affairs Office, Academic Advisement Office, College administrators and faculty to provide information from my College records (including but not limited to college student conduct records, security reports, academic progress, grades, housing and meal plan information, student leadership, and attendance) to the following:

Name: _____

Telephone Number: _____ Email: _____

- _____ No information to be provided
_____ Only academic related information
_____ Any academic or non academic related information

This release of records to the above named person, company or agency will remain in effect until withdrawn in writing by the student.

Signature Date

Print Name

For parents or guardians to have access to information in the student's records (disciplinary, class attendance, leadership, etc.) in the Student Affairs Office, this waiver must be completed and returned by the student.

Any changes or updates to this form must be completed by the student and returned to:

Associate Vice President for Student Affairs and Dean of Students
King's College
133 N. River Street
Wilkes-Barre, PA 18711
570-208-5875

cc: Student Affairs
Academic Advisement
Registrar

***POLICY STATEMENT REGARDING THE FAMILY EDUCATION RIGHTS AND PRIVACY
ACT OF 1974 (The full policy is printed in the Student Handbook and College Catalogue)***

King's College students, as provided by statute, may review any official records, files and data directly related to them that are on file with the administrative offices. The files include identifying data, academic work completed, grades, family background information, disciplinary referrals, references, ratings, and/or observations. Requests to review the aforementioned documents should be made in writing to the appropriate college official. In all cases other than disciplinary, requests should be addressed to: Office of the Registrar, King's College, Wilkes-Barre, PA 18711. Requests to view disciplinary referrals should be directed to the Associate Vice President for Student Affairs and Dean of Students at the same address. The records, files, and/or data will be made available no later than 45 days from the time the written request is received.

Notification of Parent/Guardian

The College releases information contained in student records within the guidelines of the Family Rights and Privacy Act (FERPA). The College encourages students to communicate on a regular basis with their parents or guardians. There are specific instances where the College reserves the option to notify a student's parent or guardian. These instances are in situations where parental or guardian involvement is necessary for the benefit of the student's well-being or educational progress.

Here are some circumstances when the College may notify parents/guardians:

- The student, due to physical illness or psychological state, is not able to make a decision regarding contacting his/her parents or a guardian.
- The student is admitted to a hospital or treatment center.
- The student is placed on disciplinary probation, suspension, and dismissal or for other student conduct violations as deemed appropriate by the Office of Student Affairs, after the student's appeals are completed.
- The student is being detained by local or state authorities.
- The student has provided written permission, by submitting this waiver to the Student Affairs Office.
- The parent/guardian has demonstrated that they are financially responsible for the student by providing a copy of the most recent federal tax return indicating the student as a dependent. The office can not obtain copies of the tax form that may have been submitted for the purpose of financial aid.

The decision to notify a parent or guardian will be at the discretion of the Vice President for Student Affairs, Associate Vice President for Student Affairs/Dean of Students or Director of the Counseling Center.

Students are to be aware that reference or background reviews by governmental agencies, application for teaching certificate and/or license, application for graduate for professional school or employment require the full disclosure of all college records, including college disciplinary records. The presentation of a signed waiver by the student will result in full disclosure of disciplinary records. Records will be disclosed when the College is presented with a court order or governmental notice requiring disclosure in accordance with the law.