



# SMITH COLLEGE

## CONSENT TO RELEASE INFORMATION TO PARENT/GUARDIAN

The Federal Family Educational Rights and Privacy Act of 1974 (FERPA) is designed to protect the privacy of and limit access to the educational records of students. The college may not share educational records without the express written consent of the student, except as specified by law. Smith College’s policy on privacy and access to records is published in the Student Handbook and at the registrar’s office website at <https://www.smith.edu/about-smith/registrar/privacy-ferpa>.

According to FERPA, college students, regardless of their age, are considered responsible adults and are allowed to determine who will receive information about them, with certain defined exceptions. While parents and guardians understandably have an interest in a student’s academic progress, they are not automatically granted access to a student’s records without written consent of the student. FERPA does allow for the release of information to parents of dependent students as demonstrated by evidence that at least one parent declares the student as on their most recent Federal Income Tax return (Internal Revenue Code §152). In such cases, it is the policy of the college to notify both the student and her parents in writing of probationary status, dismissal and certain academic warnings. In communications with parents concerning other matters, however, it is normally college policy to respect the privacy of the student and not to disclose information from student education records without the prior consent of the student.

If a student would like to give consent to a parent or guardian to have access to their educational records, the student must complete this form and submit it to the Office of the Registrar. Under the law, the college cannot require a student to grant such permission, but Smith College encourages students to let us know that we have their permission to share information with their parents.

If you wish to authorize specific individuals to have access to your education records and to discuss the contents of your records with Smith College administrators, please list the authorized individuals below. You have the right to revoke the permission granted here at any time by notifying the Office of the Registrar in writing.

Student Name: \_\_\_\_\_  
(Please Print)

Smith ID: \_\_\_\_\_

Individuals authorized to access my information:

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

I hereby grant permission to Smith College to release information from my educational records to the individual(s) listed above. This permission will remain in effect until I graduate from the college unless I revoke it in writing.

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Please return completed form to the Smith College Office of the Registrar, College Hall Room 102 or email to registrar@smith.edu**

Completed forms will be added to the student’s academic record in Workday. Changes to the release can be made by submitting a new form.