PLEASE RETURN THIS COMPLETED FORM TO:
Attention: Registrar's Office
55 Paul J. Manafort Drive. New Britain, CT 06053
Fax: 860.760.6918 | Email: registrar@charteroak.edu

Consent to Disclose

The Buckley Amendment
Family Educational Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA), as amended, is a federal law which influences record keeping in most colleges and universities. Popularly known as the "Buckley Amendment," the law requires that the education records of students in the college and universities receiving Department of Education funds directly through federal financial aid remain confidential. The Buckley Amendment allows others to access a student's educational records only if the student consents.

I hereby authorize Charter Oak State College (or their designees) to release upon request by me (the student) or the party listed below, the following educational records (please check all that apply):

☐ Academic ☐ Disciplinary ☐ Financial

Release To: _____
(Please print the name(s) of individuals you wish to have information released to)

For the Purpose of: _____
(Explain the purpose of the disclosure)

I understand that this consent form will remain in effect from the date indicated until: 1) The Registrar's Office receives written authorization from me (the student) to rescind it or 2) I am no longer in matriculated at the college. If I withdraw and later reapply for admission, I understand that this form will have to be completed again. At no point was I (the student), coerced into signing this form by another party.

_____	_____	_____
Name of Student (please print)	ID#	Date

_____	_____
Student Signature	Date

PLEASE NOTE: This document, when completed by the student, authorizes, but does not require the College to disclose personally identifiable information pertaining to the student that is maintained in the College records. The College reserves its right under federal law to decline to disclose such information, when in the exercise of the College's judgment; it determines it is appropriate not to disclose such information.