

Spa Tech Institute FERPA Waiver Form

The FERPA policy of Spa Tech Institute for the release of information of any student, is as follows:

Student file information will only be released upon the written consent of the student. Parents wishing information must instruct their son or daughter to sign a release. Forms are available in the office. No written consent will be needed to release student file information for legal or accreditation purposes.

I _____ authorize that Spa Tech Institute release information relevant to my education at the school to:

Person or Agency Requesting Information

Person or Agency Address

Town/City

State

Zip Code

List information that can be released or limitations to information that cannot be released.

I understand that this request is **permanent** and will remain in effect until I request in writing that the hold(s) be removed

Student Signature

Date

In order to release information to an employer or any other individual, agency or company we must have this form signed and dated by you.

The release needs to state the specific person or company, and the specific information that can be released.

PLEASE NOTE: We cannot have blanket releases. They need to be specific to each request.

For the Registrar's Office Use Only

Processed by: _____ Date: _____

Attach a copy of the information that is released to this form.

Please return this form to the Registrar's Office