



NEW YORK CITY COLLEGE OF TECHNOLOGY
The City University of New York
 300 Jay Street
 Brooklyn, NY 11201

FERPA RELEASE FORM
Permission for Access to Education Records

Students who wish to grant third parties, including parents, access to education records maintained by New York City College of Technology should use this form, which requires a date and signature. The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the “Act”) is a federal law that establishes the privacy rights of students with regard to their education records. The Act prohibits access to, or the release of, education records or personally identifiable information contained in such records without the written consent of the student. This prohibition is subject to certain exceptions. For more information about FERPA, see <https://www.cuny.edu/wp-content/uploads/sites/4/page-assets/about/administration/offices/legal-affairs/policies-resources/FERPA-2.pdf>

I hereby give permission for New York City College of Technology (NYCCT) to release the following education records and information to the person(s) identified below. This form must be completed in order for NYCCT to comply with the request. **Note: this Consent does not cover medical records held solely by Student Health Services or the Counseling Center – contact those offices for consent forms.**

STUDENT INFORMATION	PERSON(S) TO WHOM INFORMATION MAY BE RELEASED
_____ Name	_____ Name
_____ Street Address	_____ Relationship to Student (if any)
_____ City/State/Zip Code	_____ Street Address
_____ Student Signature	_____ City/State/Zip Code
_____ Student ID	_____ Telephone
	_____ Date

Specify Records:

Purpose of the Release:

Release will be in effect until rescinded by student

This form must be uploaded to the Registrar’s office portal at <https://www.citytech.cuny.edu/registrar-forms/Forms/Index> from a City Tech email address. You may be asked for additional proof of identity.