



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

FERPA WAIVER
Education Information

The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the “Act”) establishes the privacy rights of students (parents if the student is under 18) with regard to educational records. The act makes provision for inspection, review and amendment of educational records by the student and requires, in most instances, prior consent from the student for disclosure of such records to third parties. The consent must be in writing, signed and dated by the student and must specify records to be released, the reason for the release, and the names of the parties to whom such records will be released. The act applies to all persons formerly and currently enrolled at an educational institution. No exclusion is made for non-U.S. citizen students. However, the act does not apply to a person who has applied for admission, but who never actually enrolled in or attended the institution, and deceased persons.

I hereby give permission for New York City College of Technology (NYCCT) to provide information concerning my academic record 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

 City/State/Zip Code

 Street Address

 Student Signature

 City/State/Zip Code

 Student ID

 Telephone

 Date

Specify records:

Waiver will be in effect until rescinded by student

Return in Person*

Office of the Registrar
 New York City College of Technology
 300 Jay Street, Room NG-15
 Brooklyn, NY 11201

OR

Brooklyn Educational Opportunity Center
 111 Livingston Street
 Brooklyn, New York 11201

OR

Continuing Ed Division
 Howard Building 4th Fl

***This form may be faxed to 718-254-8532 if a current photo-ID is attached. Acceptable photo-IDs include Drivers' Licenses or your NYCCT Student ID Card.**