



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

Student ID Number: \_\_\_\_\_

Expected HS Graduation Date: \_\_\_\_\_

# Piedmont Community College

## FERPA Release Form

It is the policy of Piedmont Community College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our student's educational records unless the student has consented to disclose such information. Directory information such as student's name, address, telephone number, date and place of birth, major field of study, date of attendance, and academic honors and degrees awarded may be disclosed to the public. However, private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without express consent from the student.

Signing this form provides such consent, according to the information designated for release and to whom it is to be released.

I, \_\_\_\_\_ (student), authorize Piedmont Community College to release the following educational records, upon request, to the persons listed below, for the purpose of keeping them informed regarding my education at Piedmont Community College.

Please initial all that apply:

\_\_\_\_\_ All academic records.

\_\_\_\_\_ All contact information

\_\_\_\_\_ All Financial Aid Information

\_\_\_\_\_ Release of Transcript

\_\_\_\_\_ Other: \_\_\_\_\_

Persons to whom information may be released (i.e. parents/guardians):

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

I acknowledge by my signature that I understand that although I am not required to release my records, I am giving my consent to release the designated information to the above named person(s). I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Piedmont Community College. **NOTE: CCP or PECIL student release is automatically revoked when they graduate from high school or are no longer enrolled in CCP or PECIL program.**

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

## How to electronically sign a PDF document without printing or scanning:

1. **Adobe Reader**- Open the PDF in Adobe Reader and click the *Fill and Sign* button. Select the *Sign* button and choose *to add a signature*. Use the drawing tool to create your signature. Click *Apply* and place the signature on the appropriate line.
2. **MAC Users**- Open the PDF in Preview (Usually the default PDF viewer). Select the *Toolbox* Button (shaped like a toolbox) and then click the *Sign* button on the toolbar. Draw your signature using the trackpad and apply it to your PDF.
3. **iPhone or iPad users**: Only available using the iOS mail app. Send the PDF to the email attached to your iOS mail app. Open the PDF in the email and select the *drawing tool* on the upper right-hand side. After you have created your signature, click *Done* and then *New Message*. The updated PDF will include the signature.
4. **Adobe Fill and Sign App**: Download the Adobe Fill and Sign App. This App will allow you to sign unlimited documents for a month for free. After downloading, click the *Signature* button and use the drawing tool to add a signature. You can save the document and share it using other Apps available on your phone.
5. **DocuSign**: <https://www.docusign.com/> A 30-day free trial is available without inputting credit card information. After signing up for your free trial, upload the PDF to the site. Select *I'm the only signer* and then *Sign*. On the left-hand side, click the *Signatures* button and place the signature on the correct field. Input your full name and click *Adopt and Sign*. You can choose to send the updated PDF or return to the home screen. Click on the form to save it as a PDF.