



# High School Authorization for Release of Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of eligible students' education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) Directory Information, including a student's name, address, telephone numbers, date of birth, enrollment status, enrollment dates, major and degrees earned, may be shared without consent unless the student has placed a confidential hold on their records.

Kalamazoo Valley Community College will not release information, other than directory information, without an Authorization for Release of Information signed by the student, unless it is expressly allowed within the act. A student cannot be compelled or required to relinquish their FERPA rights. This form allows for a student to voluntarily consent to the release of confidential information. Even with this authorization, Kalamazoo Valley is not required to release any information. Upon request of the designated individual or organization, Kalamazoo Valley will use discretion when determining what information may be released.

Information will only be released to authorized parents or individuals in person with photo ID or by written request. Based on established relationships and allowances within FERPA, communication with high school personnel and college coordinators will occur via their identified contact methods or address. Only the most recently signed authorization will be honored. Your authorization will remain effective for the duration of your participation in the Early/Middle College or Dual Enrollment program or the defined period.

Student's Identification			
Name:	_____	_____	_____
	First	Middle Initial	Last
Valley Number: <b>V</b> _____	If Valley Number is unknown, provide your birth date: _____		
Reason for Disclosure			
Participation in the <input type="checkbox"/> Early/Middle College program <input type="checkbox"/> Postsecondary Enrollment Options Act (PSEO) <input type="checkbox"/> Career Launch Kalamazoo (CLK) Pre-Apprenticeship Program			
Information to be Released			
<input type="checkbox"/> All Educational Records (including, but not limited to, the items listed below) Or, specify individual records: (check all that apply)			
<u>Enrollment</u>	<u>Grades</u>	<u>Financial</u>	
<input type="checkbox"/> Class Schedule	<input type="checkbox"/> Grade Point Average (GPA)	<input type="checkbox"/> Tuition, fees, payment and refunds	
<input type="checkbox"/> Number of credit hours enrolled in	<input type="checkbox"/> Grades	<input type="checkbox"/> Tuition Bill (includes class schedule)	
<input type="checkbox"/> Program of Study Plan	<input type="checkbox"/> Transcript		
	<input type="checkbox"/> Placement Test Scores		
<input type="checkbox"/> Other: _____			
Effective Dates of Authorization			
<input type="checkbox"/> Valid for the duration of participation in the Early/Middle College Program. <input type="checkbox"/> Valid for one academic year beginning April 1, 20____ and ending with reporting PSEO participation to the State June 30 the following year. <input type="checkbox"/> Valid from this date: _____ to this date: _____			
Note: The period cannot exceed one year.			
Student's Authorization			
I authorize Kalamazoo Valley Community College to release the specified information to the individual or organization identified. This release remains in effect for the period defined above or until I provide a signed termination letter to the Kalamazoo Valley Admissions, Registration and Records office prior to that expiration date.			
Signature: _____		Date: _____	

Please indicate on the back of this form to whom the information can be released.

## High School Authorization

Authorization allows KVCC faculty and staff to communicate with your high school principal, counselor or business/finance office representatives to provide appropriate support services, program evaluation, and grade reporting requirements. E-mail addresses are provided solely for the exchange of information that does not contain personally identifiable information from your education record, unless the message is encrypted or the confidential information is in a secured attachment.

### Kalamazoo County Schools:

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|---|---|---|
| <input type="checkbox"/> Climax-Scotts High School<br>Ph: 269-746-2300<br>@cssschools.net   | <input type="checkbox"/> Kalamazoo Central High School<br>Ph: 269-337-0300<br>@kalamazoopublicschools.net           | <input type="checkbox"/> Portage Central High School<br>269-323-5200<br>@portageps.org      |
| <input type="checkbox"/> Comstock High School<br>Ph: 269-250-8700<br>@comstockps.org        | <input type="checkbox"/> Kalamazoo Public Schools Administration<br>Ph: 269-337-0055<br>@kalamazoopublicschools.net | <input type="checkbox"/> Portage Northern High School<br>269-323-5400<br>@portageps.org     |
| <input type="checkbox"/> Galesburg-Augusta High School<br>Ph: 269-484-2010<br>@garams.org   | <input type="checkbox"/> Loy Norrix High School<br>Ph: 269-337-0200<br>@kalamazoopublicschools.net                  | <input type="checkbox"/> Schoolcraft High School<br>269-488-7350<br>@schoolcraftschools.org |
| <input type="checkbox"/> Gull Lake Community Schools<br>Ph: 269-548-3500<br>@gulllakecs.org | <input type="checkbox"/> Parchment High School<br>269-488-1100<br>@parchment.k12.mi.us                              | <input type="checkbox"/> Vicksburg High School<br>269-321-1100<br>@vicksburgschools.org     |

### Van Buren County Schools:

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|--|--|---|
| <input type="checkbox"/> Bangor High School<br>269-427-6844<br>@bangorvikings.org    | <input type="checkbox"/> Gobles High School<br>269-628-9347<br>@gobles.org           | <input type="checkbox"/> Mattawan High School<br>269-668-3361<br>@mattawanschools.org |
| <input type="checkbox"/> Bloomingdale High School<br>269-521-3917<br>@bdalecards.org | <input type="checkbox"/> Hartford High School<br>269-621-7000<br>@hpsmi.org          | <input type="checkbox"/> Paw Paw High School<br>269-415-5611<br>@ppps.org             |
| <input type="checkbox"/> Covert High School<br>269-764-3700<br>@covertps.org         | <input type="checkbox"/> Lawrence High School<br>269-674-8232<br>@lawrencetigers.com | <input type="checkbox"/> South Haven High School<br>269-637-0507<br>@shps.org         |
| <input type="checkbox"/> Decatur High School<br>269-423-6853<br>@raiderpride.org     | <input type="checkbox"/> Lawton High School<br>269-624-7806<br>@lawtoncs.org         |   |

Other: \_\_\_\_\_ Ph: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Early/Middle College and PSEO Representatives

Authorization allows Kalamazoo Valley faculty and staff, Early/Middle College representatives who coordinate with the high schools, and the high schools to exchange information and communicate with each other to provide appropriate support services, grade reporting and program evaluation.

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|--|------------------|-------------------------|
| <input type="checkbox"/> Kalamazoo Regional Educational Service Agency (KRESA) | Ph: 269-250-9200 | E-mail: @kresa.org      |
| <input type="checkbox"/> Gull Lake Early College                               | Ph: 269-548-3400 | E-mail: @gulllakecs.org |
| <input type="checkbox"/> Van Buren Intermediate School District (VBISD)        | Ph: 269-674-8001 | E-mail: @vbisd.org      |
| <input type="checkbox"/> Other: _____  | Ph: _____        | E-mail: _____           |

## Parent or Individual Being Authorized

- Parent's name(s) \_\_\_\_\_
- Individual's name \_\_\_\_\_
- Relationship: \_\_\_\_\_