



Authorization to Disclose Information

Except as allowed under the Family Educational Rights and Privacy Act, Florida Gateway College (FGC) must have written consent from a student on file in Enrollment Services in order to release information from academic records to another party. In accordance with 34 C.F.R. Part 99 (99.30), the signed and dated consent must specify the records that may be disclosed, state the purpose of the disclosure, and identify the party or class or parties to whom the disclosure may be made.

In order to ensure compliance with FERPA, the written consent must be signed in the presence of an approved college witness. Otherwise, it must be notarized.

-----  
Student Name (Print)

-----  
Student ID Number

**I hereby authorize disclosure of the educational records as indicated below:**

Specify the records that may be disclosed: \_\_\_\_\_

Purpose of disclosure: \_\_\_\_\_

**Disclosure is authorized to the following party or class of parties:**

-----  
Name

-----  
Relationship or class of parties

-----  
Name

-----  
Relationship or class of parties

-----  
Student's Signature

-----  
Date

-----  
Signature of witness (must be an approved college witness)

-----  
Date

-----  
Printed name of witness

State of Florida  
County of Columbia

The foregoing was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, by \_\_\_\_\_, who is personally known by me or who  
presented identification in the form of \_\_\_\_\_.

-----  
Notary Public, State of Florida  
Notary Seal