



Office of the Registrar  
 11301 Springfield Road  
 Laurel, Maryland 20708  
 Phone: 301-369-2313  
 Email: registrar@captechu.edu

# Consent to Release Education Records (FERPA Form)

In compliance with the Federal Family Education Rights and Privacy Act of 1974, Capitol Technology University is prohibited from providing certain information from your student records to third parties (including parents, spouses or sponsors). You may grant the university permission to release information contained in your student records to a third party by completing this form and submitting it to the Office of Registration and Record. This authorization is valid until canceled in writing.

First Name	Last Name	Student ID #
Daytime Phone Number		Email Address

**I give Capitol Technology University permission to release the following categories of information (check all those that apply):**

Check	Information Category	Description
<input type="checkbox"/>	Academic Records	Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree(s) awarded
<input type="checkbox"/>	Admissions	Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status and conditions of admission
<input type="checkbox"/>	Business Office	Includes billing statements, charges, credits, payments, loan distribution, past due amounts, collection activity, and communication history
<input type="checkbox"/>	Career Services	Includes records maintained by the Career Services Department
<input type="checkbox"/>	Disabled Students Services	Includes information regarding disability documentation and requested accommodations
<input type="checkbox"/>	Financial Aid	Includes all general financial aid information
<input type="checkbox"/>	Placement Testing & Tutoring	Includes Information regarding the results of placement testing and the use and progress of tutoring services.
<input type="checkbox"/>	Registration	Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information
<input type="checkbox"/>	Residence Life	Includes information regarding a student's university living accommodations
<input type="checkbox"/>	Student Conduct Records	Includes the results of the Conduct Review Process and any resulting reports or information
<input type="checkbox"/>	All Records	ALL records maintained by Capitol Technology University
<input type="checkbox"/>	Cancel Previous Release (Describe the particular release(s) you wish to cancel or state "All Prior Releases:" )	

**Capitol Technology University may release the selected information above to the following individuals:**

Third-Party Name	Relationship to Student	Reason for Releasing Information

Student Signature

Date