

ACE Education and Record Release and Student Statement of Commitment

Please read and sign both sides of this form.

Education and Record Release

In order for the **Maricopa ACE Programs** to meet the specific needs of our communities and to enhance their program elements, comprehensive student data needs to be collected and analyzed regularly. The compiled information is used for program evaluation, statistical reports required for funding proposals, and statistical analysis only. Individual student names, grades, test scores or other personal information WILL NOT BE disclosed to any party unassociated with the Maricopa ACE Programs, or not designated by the Maricopa ACE Programs management. Designated or associated parties include the Maricopa County Community College District ACE Programs, _____ Community College ACE Program, and potential program donors or other financial supporting/contributing organizations.

The Family Education Rights and Privacy Act (FERPA), also known as the Buckley Amendment of 1974, allows students attending an educational institution to control outside access to their education records. This federal law protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits the release of student education record information without explicit written consent from the student and/or a parent/guardian. All employees of the Maricopa ACE Programs who work with student information receive FERPA training.

Below is a list of the variety of education records that the Maricopa ACE Programs may need to obtain or view for statistical, educational verification, and/or program evaluation purposes. The verification includes, but is not limited to, requests of the following:

- Official high school and/or college transcripts
- Proficiency test information
- Special education record
- Withdrawal grades and hours (if student withdrew before the end of the term)
- Test scores
- Attendance
- Related educational student records
- High school student file

In signing this form I have been informed of my rights in reference to the disclosure of education records and agree to the following:

- I hereby acknowledge that I have read and understand this statement, and hereby authorize _____ **Community College's ACE Program**, or any of its representatives, to obtain the information as described above.
- I acknowledge that I may submit a subsequent notification in writing, directing my high school or college of past or present attendance to no longer release information to any or all of the individuals/agencies noted.

Printed Student Name _____ Date of Birth _____

Student Signature _____ Date _____ High School ID Number _____

In signing this form I have been informed of my rights in reference to the disclosure of education records and agree to the following:

- I give permission for the exchange of my son's/daughter's education record including information between the participating institutions such as the current high school and/or former high school if the student transfers, Maricopa County Community Colleges and other officially designated partners or representatives of the Maricopa ACE Programs, or organizations conducting approved studies for or on behalf of the college district.
- I acknowledge that I may submit a subsequent notification in writing directing my student's high school or college of past or present attendance to no longer release information to any or all of the individuals/agencies noted.

Printed Parent/Guardian Name _____ Parent/Guardian Signature _____ Date _____