



INFORMATION CHANGE FORM & FERPA RELEASE FORM

Return completed electronic form to the Admissions & Records Office by emailing it to registration@avc.edu from your AVC email account.

Incomplete, illegible, or forms not sent from the student's AVC email account will not be processed. Documentation to support the information change is required.

#900 _____
AVC Student ID Number Last Name First Name MI

Please indicate if you are an AVC Employee: AVC Employee

Major Change: _____
Major Code Major Description

Name Change: _____
Last Name First Name MI

Address Change: Mailing (if your mailing address is a PO Box, you must provide a legal permanent address)

Street Address City State Zip Code Telephone Number

Address Change: Legal Permanent (if different than your mailing address)

Street Address City State Zip Code Telephone Number

Date of Birth or Other Change: _____
Date of Birth Other

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974 (Section 438, Public Law 93-380), as amended, requires that educational institutions provide the student access to official education records and an opportunity for a hearing if such records are inaccurate, misleading, or otherwise inappropriate. In addition, the college must obtain the written consent of the student before releasing information about the student with the exception of those persons or agencies specified in the act. These rights extend to both present and former students of the college.

The Act provides that the college may release certain types of "directory information," unless the student submits in writing to the Dean of Enrollment Services that certain or all such information not be released without the student's consent. AVC directory includes: the student's name, address, telephone number, date and place of birth, major field of study, participation record in college sponsored activities and sports, weight and height (if an athletic team member), dates of attendance, degrees and awards, and the educational institution of most recent attendance.

Add FERPA Release Hold

Remove FERPA Release Hold

Signature Required for all Changes

Student Signature Date

Office Use Only	
_____ Processed by	_____ Date