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 Confidentiality Hold*** ☐ ***Remove FERPA Confidentiality Hold***

***Please Note: Selecting to ADD the FERPA hold will result in your name being withheld from publications such as Deans List and Graduation program. In addition, you will not be able to retrieve student account information by phone. All requests for information must be done in person or in writing with a valid photo ID.*

Signature Required for all Changes

_____ _____

Student Signature *Date*

Office Use Only

_____ _____

Processed by Date