

## Release of Student Information Procedure

Last Revision Date: 10/8/2025

Related Policy: Privacy and Access to Education Records

Responsible Official: College Registrar

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### Procedure

#### A. Non-Disclosure

A student who elects to limit the disclosure of information must submit a Non-Disclosure Form and must meet with the Registrar or their designee.

1. In order to obtain the proper Non-Disclosure Form, the student must email [registration@frederick.edu](mailto:registration@frederick.edu) from the student's college issued email account, with an attached valid photo identification, or visit the Registration and Records Office in person (Jefferson Hall, 1<sup>st</sup> Floor).
2. A student must validate identity by presenting a photo ID when submitting the Non-Disclosure Form to Registration and Records.
3. A service indicator will be placed on the student record and the form is then imaged to become part of the education record of the student.
4. There is no expiration date on the Non-Disclosure Form; therefore, a student who chooses to rescind or modify the former non-disclosure request must validate identity and must email [registration@frederick.edu](mailto:registration@frederick.edu) from the student's college issued email account, with an attached valid photo identification, or visit the Registration and Records Office in person (Jefferson Hall, 1<sup>st</sup> Floor).

#### B. Disclosure

A student, who elects to permit access of non-directory information to a third party, will need to obtain the proper Consent to Release Student Educational Records form from Registration and Records.



1. A student must validate identity by presenting a photo ID when submitting the Consent to Release Student Educational Records form to Registration and Records, which may be found on the *Transcript and Records* section, of the [Registration Form page](#) on the College's website.
2. The form is retained electronically to become part of the education record of the student.
3. There is no expiration date for the Consent to Release Student Educational Records form; therefore, a student may choose to rescind the disclosure permission at any time by emailing [registration@frederick.edu](mailto:registration@frederick.edu) from the student's College-issued email account, with an attached valid photo identification, or by visiting the Registration and Records Office in person (Jefferson Hall, 1<sup>st</sup> Floor).