



Academic Record Release Authorization - FERPA

Dear Student:

The Family Educational Rights and Privacy Act (FERPA) requires adult students to sign a release before school records can be released to a third party. If you wish to have us share your grades and/or progress with your case worker, employer, parent or spouse, please complete the form with the required information, sign it and email the signed form to this office via the email listed below. We will not be able to provide grades and attendance information for any students who do not provide the release.

If you'd like more information on FERPA please visit this site:

<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Student Name (please **PRINT**):

_____ Last _____ First _____ MI

Date of Birth: _____ ACE Student ID: _____ Student Phone #: _____

I hereby authorize Fairfax County Public Schools - Adult and Community Education to share my grades and/or complete academic program history to the following person(s) as needed for purposes of documenting my progress or verification:

Name of Individual: _____

Company/Agency (if applicable): _____

Address: _____

Phone Number: _____

Email Address: _____

Student Signature: _____ Date: _____

Please email your completed form to ACEBusinessSupport@fcps.edu or include it with your class enrollment form.

If you have any further questions about ACE, please visit our FAQ site at:

<https://www.fcps.edu/academics/adult-education-academics/frequently-asked-questions>

Adult and Community Education | 7510 Lisle Avenue | Falls Church, Virginia 22043
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Fairfax County Public Schools | Office of Adult and Community Education