



SCHOLASTIC TESTING SERVICE, INC.

Celebrating Achievement Since 1953

Scholastic Testing Service Family Education Rights and Privacy Act (FERPA) Policy

Pursuant to the Family Education Rights and Privacy Act of 1974, as amended, 20 U.S.C. Sec. 1232g; 34 CFR Part 99; any information released is subject to the confidentiality provisions of appropriate state and federal laws and regulations which prohibit any further disclosure of this information without the specific written consent of the person to whom it pertains, or as otherwise permitted by such regulations.

Scholastic Testing Service, Inc., in compliance with FERPA, provides that all personally identifiable information is confidential and available *only* to the student.

While Scholastic Testing Service, Inc. is prohibited from releasing any confidential information, you may, at your discretion, grant permission to a third party to access information from your records. To pursue granting of third party access:

1. You must grant access to information from your records, by completing the form attached hereto. You must complete a separate form for each third party to whom you grant access to information from your records.
2. The information you authorize to be released to a third party will only be made available to the third party *one* time.
3. Your release authorization designates that the third party to whom you grant access will receive your records via mail *only*, and does not authorize the third party to receive your information by any other means, such as phone, email, or in-person visits. Scholastic Testing Service, Inc. is prohibited from discussing any of your personally identifiable information with third parties.

When you sign the attached release authorization form, you are indicating that:

- You understand that any and all personally identifiable information is protected under FERPA.
- You further understand that you may waive that protection and give access to your records to individuals of your choice.
- You agree to waive your rights under FERPA and allow the individual(s) you designate to access records you specify, held by Scholastic Testing Service, Inc.

Please note that your authorization to release information will expire upon mailing of same to your designee. Revocation of your authorization must take place prior to the specified mailing of your information to your designee.

Any individual alleging that Scholastic Testing Service, Inc. has not complied with FERPA has the right to submit a written complaint to: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.



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FERPA Authorization to Release Information

Student's Consent for Scholastic Testing Service, Inc. to Release Information to Student's Specified Third Party

Name: _____
(Last) (First) (Middle Initial)

FERPA grants students attending post-secondary institutions certain rights and privacies regarding their education records. By submitting this form, the student may consent to release his/her education records and/or other information to a third-party for a defined purpose. A new form must be submitted for each request.

I, the above-named student, hereby request the release/disclosure of my education records and/or information, as specifically identified here:

This release/disclosure may be made to (identify the party or class of parties):

This release/disclosure is for the following purpose:

Furthermore, I hereby release Scholastic Testing Service, Inc., its officers, employees, agents or assigns, from any and all liability for the release of the above-named records/information.

Signature: _____ (Date)

Address: _____

Telephone: _____

Please submit this form to Scholastic Testing Service, Inc., by mail 480 Meyer Road, Bensenville, Illinois 60106 or by fax at 866-766-8054. When submitting this form, you *must* include a copy of a valid ID with signature.