



California Coast University

FERPA Hold Request Form

The FERPA Hold Request Form prohibits the release of any educational record information by the University.

Student Name: _____

(Please Print)

Student ID: _____

(Holds will not be placed without your Student ID number)

California Coast University adheres to the Family Educational Rights & Privacy Act (FERPA). This act governs student and institutional rights and responsibilities for student privacy. It covers what information about your education records cannot be released to others without your written or authorized electronic consent.

I request that a **FERPA HOLD** be placed effective on the date it is applied to my record. I understand that no information will be released to any third party without my written or authorized electronic consent unless a judicial order or lawfully issued subpoena is presented.

I also understand that this hold will be in effect until I give California Coast University permission to remove the hold from my records by submitting a FERPA Hold Release Form.

Student Signature

Date

Fax completed form to 714-547-5777/ ATTN: Registrar

Mailing Address: 925 N. Spurgeon Street, Santa Ana, CA 92701.

PLEASE RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR RECORDS.