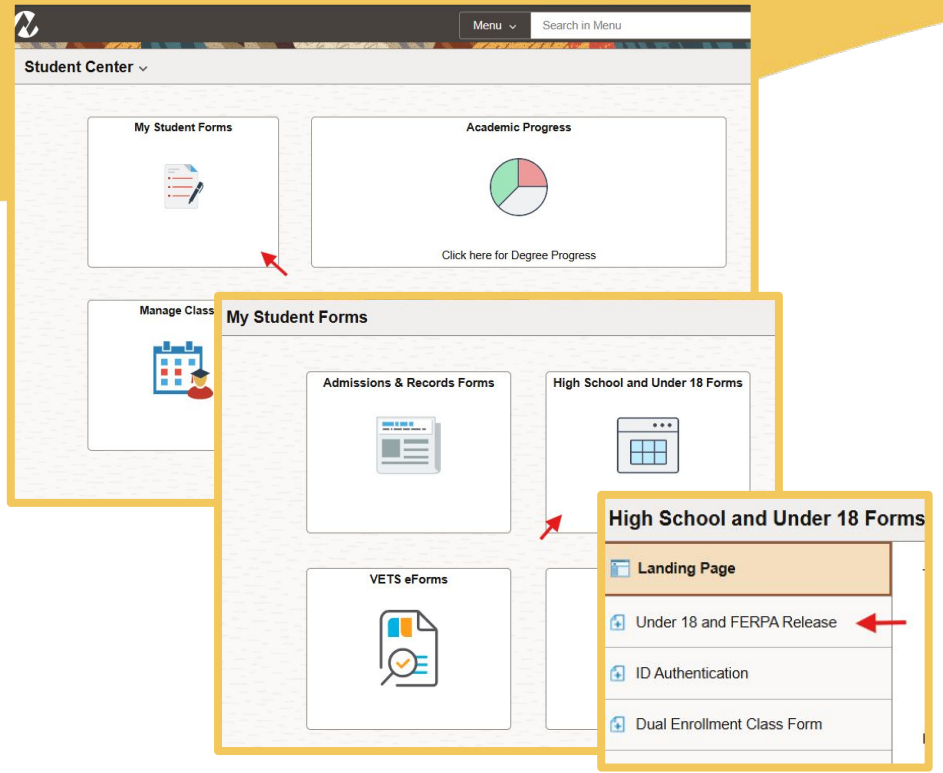
Under 18 and FERPA Release Form

Logging In and Form Access



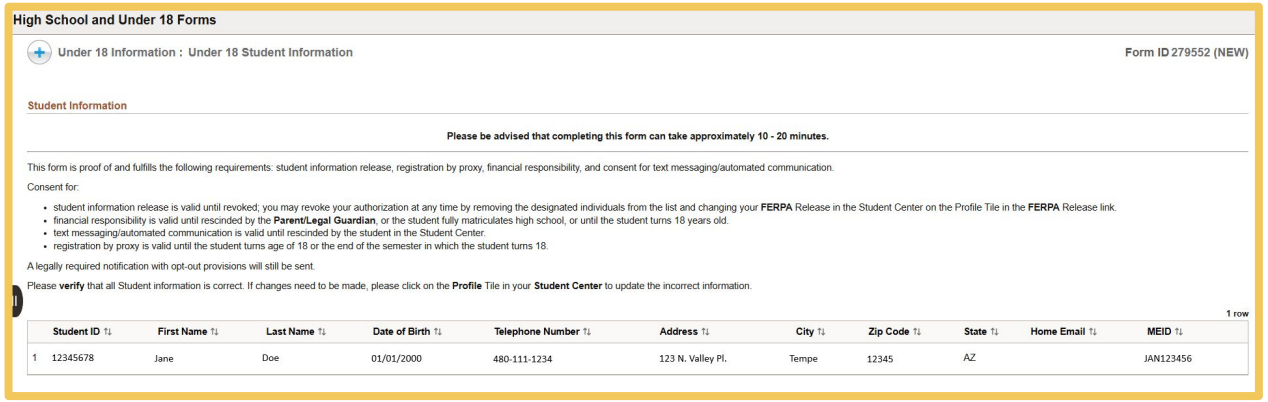
Step one: Logging In and Form Access

- Log into SIS (redirect.maricopa.edu/student-center)
- Select the **Student Forms** Tile
- Select the **High School and Under 18 Forms** Tile
- On the left side of the screen, select the form titled **Under 18 and FERPA Release**

Under 18 and FERPA Release Form

Student Information Section

MARICOPA COMMUNITY COLLEGES



High School and Under 18 Forms

Under 18 Information : Under 18 Student Information — Form ID 279552 (NEW)

Student Information

Please be advised that completing this form can take approximately 10 - 20 minutes.

This form is proof of and fulfills the following requirements: student information release, registration by proxy, financial responsibility, and consent for text messaging/automated communication.

Consent for:

- student information release is valid until revoked; you may revoke your authorization at any time by removing the designated individuals from the list and changing your **FERPA** Release in the Student Center on the Profile Tile in the **FERPA** Release link.
- financial responsibility is valid until rescinded by the **Parent/Legal Guardian**, or the student fully matriculates high school, or until the student turns 18 years old.
- text messaging/automated communication is valid until rescinded by the student in the Student Center.
- registration by proxy is valid until the student turns age of 18 or the end of the semester in which the student turns 18.

A legally required notification with opt-out provisions will still be sent.

Please **verify** that all Student information is correct. If changes need to be made, please click on the **Profile** Tile in your **Student Center** to update the incorrect information.

1 row

	Student ID	First Name	Last Name	Date of Birth	Telephone Number	Address	City	Zip Code	State	Home Email	MEID
1	12345678	Jane	Doe	01/01/2000	480-111-1234	123 N. Valley Pl.	Tempe	12345	AZ		JAN123456

Step two: Student Information Section

Under the **Student Information** section, verify that all your information is listed correctly:

- Student ID
- First and Last Name
- Date of Birth
- Telephone Number
- Address (City, State and Zip Code)
- Email
- MEID

*NOTE: If any of your information is incorrect, please go to the **Profile** tile and make the necessary corrections.*

Under 18 and FERPA Release Form

Foster Youth

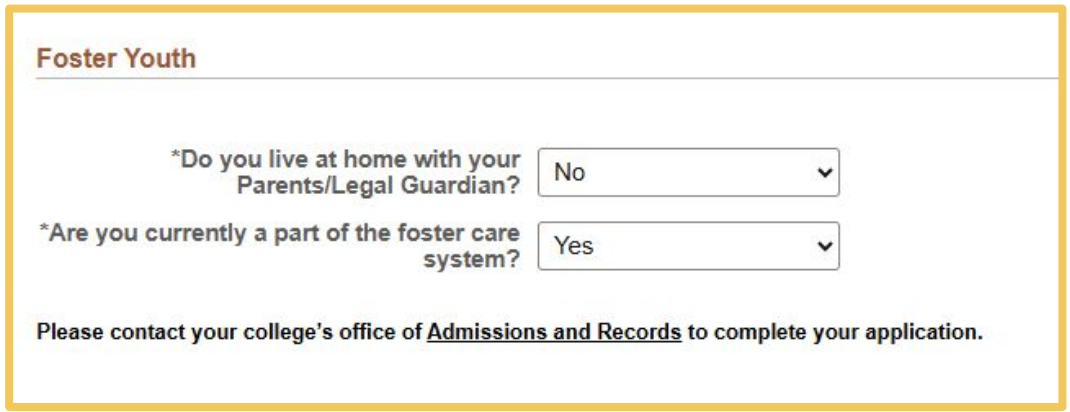


Step three: Foster Youth

- Under the **Foster Youth** section, click on the drop-down arrow and select "**Yes**" or "**No**" to answer if you live at home with your Parent/Legal Guardian.
- After that, click "**Next**"

Under 18 and FERPA Release Form

Foster Youth Continued



Step four: Foster Youth Continued

- If you answered "No" to living at home with your Parent/Legal Guardian, the system will prompt you to answer a second question.
- If you answer "**Yes**" or "**Don't Know**" to the question about the foster care system, you will be directed to contact your college's office of **Admissions and Records** to complete your application.
- If you answer "**No**" you will be prompted to provide information regarding your Parent/Legal Guardian

Under 18 and FERPA Release Form

Parent/Legal Guardian Information

MARICOPA COMMUNITY COLLEGES

Step five: Parent/Legal Guardian Information

- Complete the section under the **Parent/Legal Guardian Information** section.

NOTE: All fields marked with an asterisk are required to be answered.

Parent/Legal Guardian Information

NOTE: All fields that have an * (asterisk) are required to be answered and the form cannot be submitted without being answered.

Your Parent/Legal Guardian will receive an email at the email address you provide below so they can complete their portion of this form. Failure to provide an active/valid Parent/Legal Guardian email address will prevent you from being able to enroll in classes.

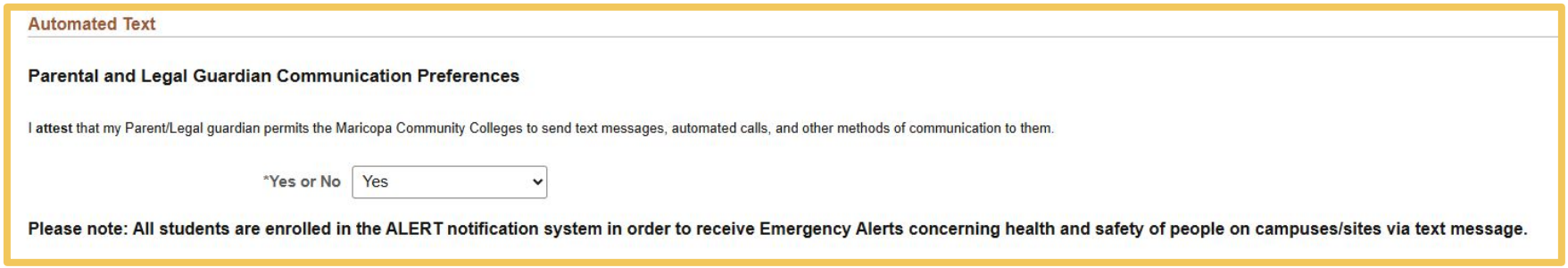
*Parent/Legal Guardian First Name		*Parent/Legal Guardian Last Name	
*Parent/Legal Guardian Address		*Parent/Legal Guardian City	
*Parent/Legal Guardian State		*Parent/Legal Guardian Zip Code	
*Parent/Legal Guardian Telephone		*Parent/Legal Guardian Email Address	
Parent/Legal Guardian Social Security Number (Optional)		*Relationship to Student	

Under 18 and FERPA Release Form

Automated Text

Step six: Automated Text Section

- Under the **Automated Text** section, select the drop-down arrow and choose **"Yes"** or **"No"** if you intend to give permission to Maricopa Community Colleges to send automated text messages, calls and other methods of communication.


Automated Text

Parental and Legal Guardian Communication Preferences

I **attest** that my Parent/Legal guardian permits the Maricopa Community Colleges to send text messages, automated calls, and other methods of communication to them.

*Yes or No Yes

Please note: All students are enrolled in the ALERT notification system in order to receive Emergency Alerts concerning health and safety of people on campuses/sites via text message.

Under 18 and FERPA Release Form

Parental Consent Acknowledgement

MARICOPA COMMUNITY COLLEGES

Step seven: Acknowledgement

- Carefully review the section about **Parental Consent for Enrollment and Financial Responsibility and Technology Usage Acknowledgement Message**

Parental Consent for Enrollment and Financial Responsibility and Technology Usage Acknowledgement Message

My Parent/Legal Guardian has approved my enrollment in any Maricopa Community College course(s) until I, the student, turn 18 years old, and by approving enrollment in such course(s), my parent or legal guardian understands and accepts the following terms and conditions of that enrollment:

- **Financial Responsibility:**
  - Tuition and fees are added to the student account as a result of enrolling in classes. Failure to pay may result in the student being automatically dropped from class(es) without notification. Additionally, once registered and enrolled, if not dropped by the 100% tuition refund deadline, the student's parent or legal guardian is responsible for all tuition, fees, and fines charged to the student account.
  - The student and/or parent or legal guardian must notify the Admissions, Records, and Registration office at the Maricopa Community College of any changes in enrollment, including dropping, adding, or switching classes.
  - My parent or legal guardian has read the Maricopa Tuition and Fees Policy (Section 2.2.9) and the Maricopa Refund Policy (Section 2.2.10) and has accepted financial responsibility for all tuition, fees, and fines that may be incurred related to my enrollment in the Maricopa Community Colleges.
  - Failure to resolve past due balances may result in impact to services, including holds on the student account restricting future registration, other services, and forwarding of any unpaid past due balances to collection agencies.
- **Academic Regulations and Records:**
  - The student will be subject to all of the requirements, policies, regulations, and deadlines defined in the College Catalog and Schedule of Classes.
  - The student will be establishing a college academic record and will be required to report such enrollment to future colleges or universities.
  -
  - The student's failure to attend class does not absolve the parent or legal guardian of the financial obligation as described above.
- **Technology Access and Usage: by granting consent, your parent or legal guardian acknowledges and agrees that:**
  - You will be issued an account that will give you access to certain approved educational tools, including Google Workspace for Education.
  - This account will be used to access Google's and other vendor's core educational services, additional Google services, and other approved educational tools.
  - The use of this account is subject to **Administrative Regulation 4.4 (Technology Resource Standards)**, which outlines acceptable use, disclaimers, and prohibited conduct.
  - Google and other approved vendors will collect, use, and disclose information about the student for the purposes described in the following parental consent information page.

Under 18 and FERPA Release Form

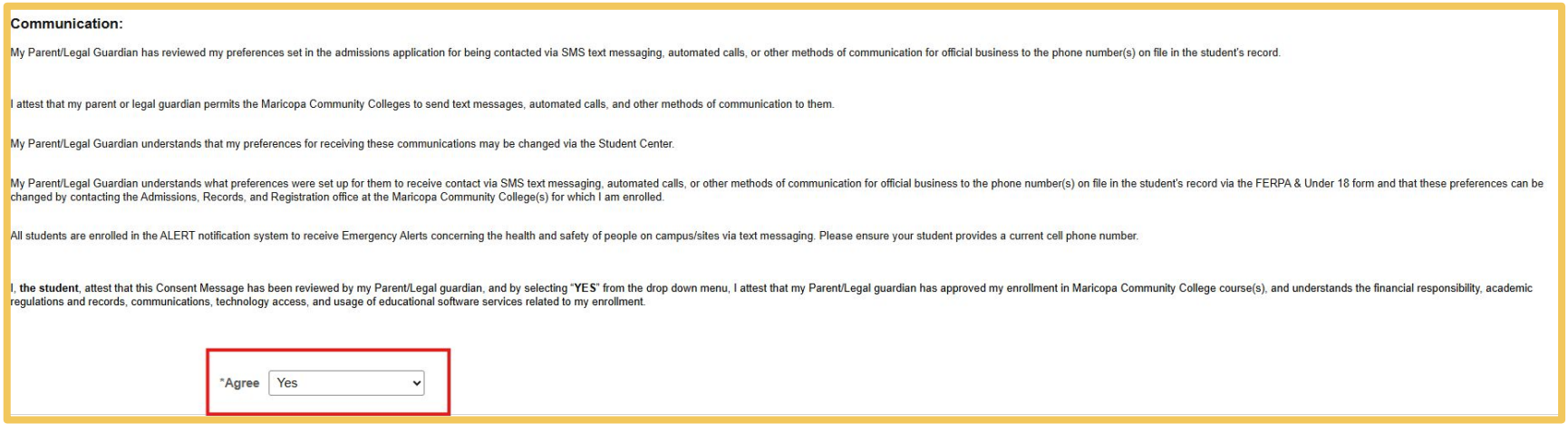
Communication and Agreement

MARICOPA COMMUNITY COLLEGES

Step eight: Communication and Agreement

- Carefully review the communication section.
- Once you do that, choose **"Yes"** next to **"Agree"** then click the **"Next"** button.

*NOTE: You **must** agree in order to submit.*



Communication:

My Parent/Legal Guardian has reviewed my preferences set in the admissions application for being contacted via SMS text messaging, automated calls, or other methods of communication for official business to the phone number(s) on file in the student's record.

I attest that my parent or legal guardian permits the Maricopa Community Colleges to send text messages, automated calls, and other methods of communication to them.

My Parent/Legal Guardian understands that my preferences for receiving these communications may be changed via the Student Center.

My Parent/Legal Guardian understands what preferences were set up for them to receive contact via SMS text messaging, automated calls, or other methods of communication for official business to the phone number(s) on file in the student's record via the FERPA & Under 18 form and that these preferences can be changed by contacting the Admissions, Records, and Registration office at the Maricopa Community College(s) for which I am enrolled.

All students are enrolled in the ALERT notification system to receive Emergency Alerts concerning the health and safety of people on campus/sites via text messaging. Please ensure your student provides a current cell phone number.

I, **the student**, attest that this Consent Message has been reviewed by my Parent/Legal guardian, and by selecting "**YES**" from the drop down menu, I attest that my Parent/Legal guardian has approved my enrollment in Maricopa Community College course(s), and understands the financial responsibility, academic regulations and records, communications, technology access, and usage of educational software services related to my enrollment.

*Agree Yes

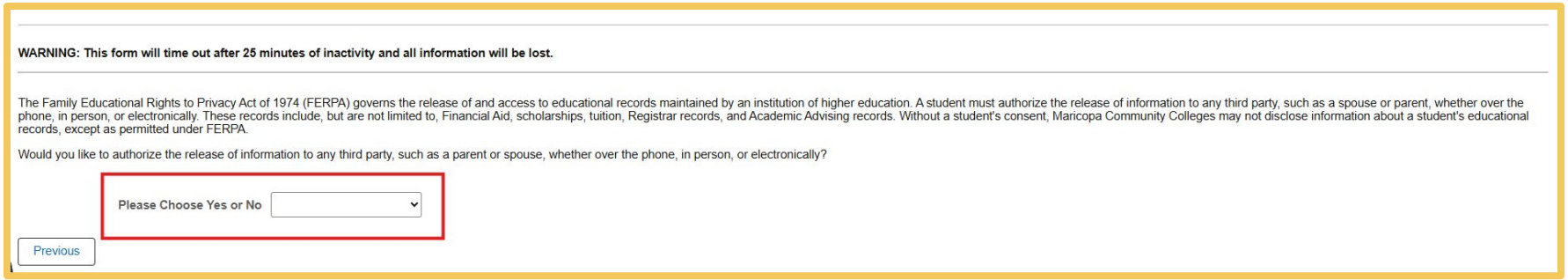
Under 18 and FERPA Release Form

FERPA Release Authorization

Step nine: FERPA Release Authorization

Warning: The form will time out after 25 minutes of inactivity and all information will be lost.

- On the next page you will be directed to the **FERPA Release Form.**
- Please choose "**Yes**" or "**No**" on the box displayed at the bottom.



WARNING: This form will time out after 25 minutes of inactivity and all information will be lost.

The Family Educational Rights to Privacy Act of 1974 (FERPA) governs the release of and access to educational records maintained by an institution of higher education. A student must authorize the release of information to any third party, such as a spouse or parent, whether over the phone, in person, or electronically. These records include, but are not limited to, Financial Aid, scholarships, tuition, Registrar records, and Academic Advising records. Without a student's consent, Maricopa Community Colleges may not disclose information about a student's educational records, except as permitted under FERPA.

Would you like to authorize the release of information to any third party, such as a parent or spouse, whether over the phone, in person, or electronically?

Please Choose Yes or No

Previous

Under 18 and FERPA Release Form

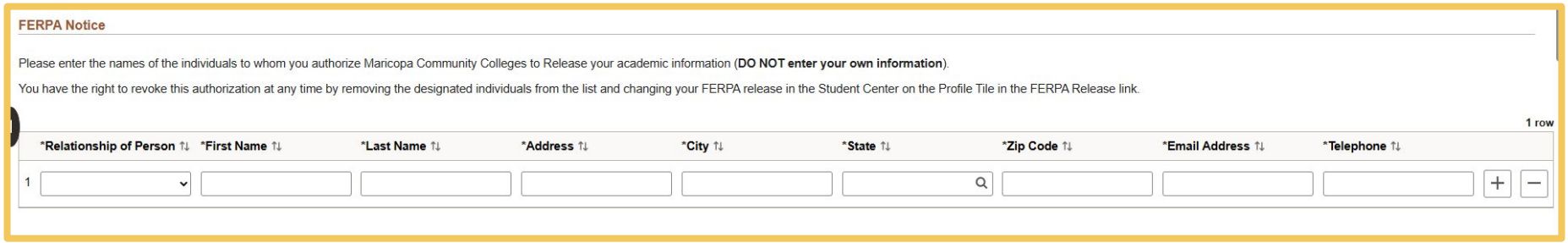
FERPA Notice

Step ten: FERPA Notice

- On the next page you will be directed to the **FERPA Notice.**

  Fill in the information on all the boxes.

NOTE: All fields marked with an asterisk are required to be answered.


FERPA Notice

Please enter the names of the individuals to whom you authorize Maricopa Community Colleges to Release your academic information (**DO NOT enter your own information**).

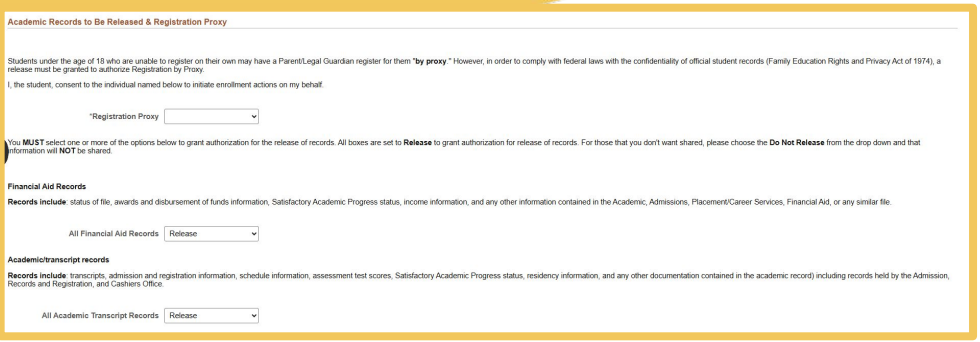
You have the right to revoke this authorization at any time by removing the designated individuals from the list and changing your FERPA release in the Student Center on the Profile Tile in the FERPA Release link.

1 row

	*Relationship of Person	*First Name	*Last Name	*Address	*City	*State	*Zip Code	*Email Address	*Telephone		
1										+	−

Under 18 and FERPA Release Form

Academic Records to Be Released & Registration Proxy



Academic Records to Be Released & Registration Proxy

Students under the age of 18 who are unable to register on their own may have a Parent/Legal Guardian register for them **"by proxy."** However, in order to comply with federal laws with the confidentiality of official student records (Family Education Rights and Privacy Act of 1974), a release must be granted to authorize Registration by Proxy.

I, the student, consent to the individual named below to initiate enrollment actions on my behalf.

*Registration Proxy

You **MUST** select one or more of the options below to grant authorization for the release of records. All boxes are set to **Release** to grant authorization for release of records. For those that you don't want shared, please choose the **Do Not Release** from the drop down and that information will **NOT** be shared.

Financial Aid Records

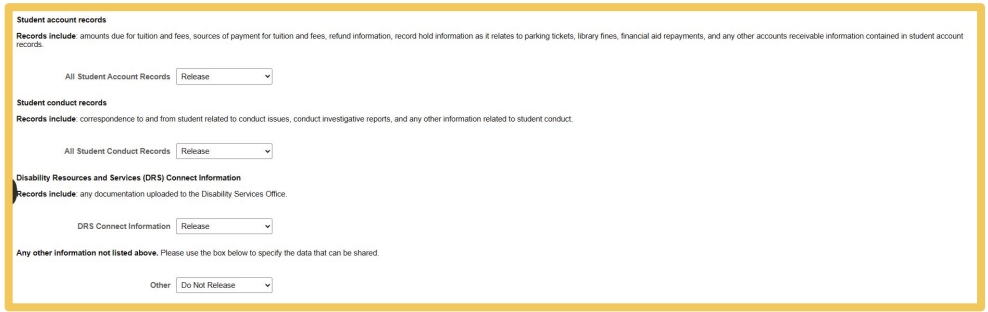
Records include: status of file, awards and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the Academic, Admissions, Placement/Career Services, Financial Aid, or any similar file.

All Financial Aid Records: Release

Academic/transcript records

Records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, residency information, and any other documentation contained in the academic record) including records held by the Admission, Records and Registration, and Cashiers Office.

All Academic Transcript Records: Release



Student account records

Records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, record hold information as it relates to parking tickets, library fines, financial aid repayments, and any other accounts receivable information contained in student account records.

All Student Account Records: Release

Student conduct records

Records include: correspondence to and from student related to conduct issues, conduct investigative reports, and any other information related to student conduct.

All Student Conduct Records: Release

Disability Resources and Services (DRS) Connect Information

Records include: any documentation uploaded to the Disability Services Office.

DRS Connect Information: Release

Any other information not listed above. Please use the box below to specify the data that can be shared.

Other: Do Not Release

Step eleven: Academic Records & Registration Proxy

- The next section below is the **Academic Records to Be Released & Registration Proxy**

  Fill in the information on all the boxes.

NOTE: All fields marked with an asterisk are required to be answered.

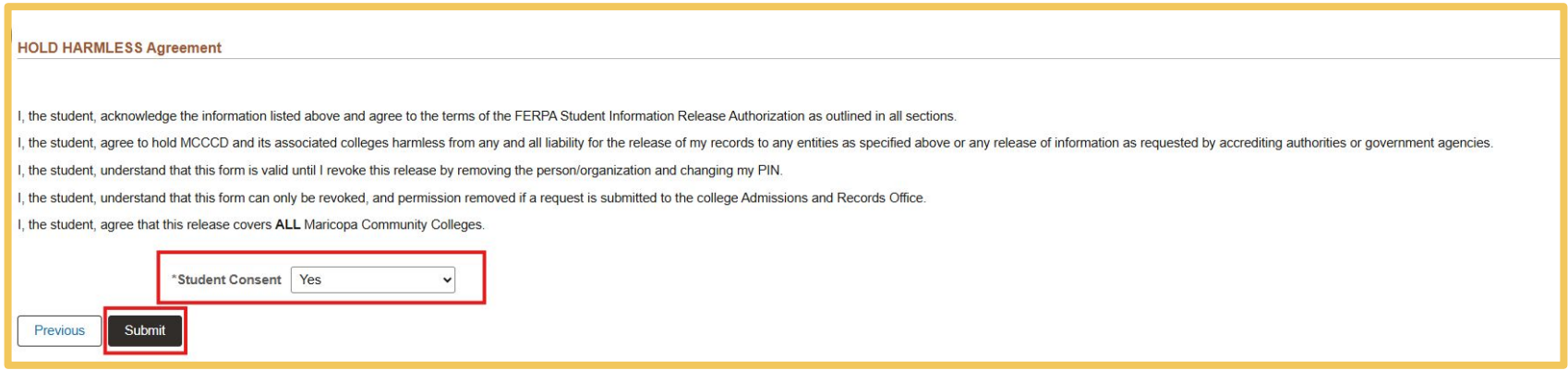
Under 18 and FERPA Release Form

Hold Harmless Agreement

MARICOPA COMMUNITY COLLEGES

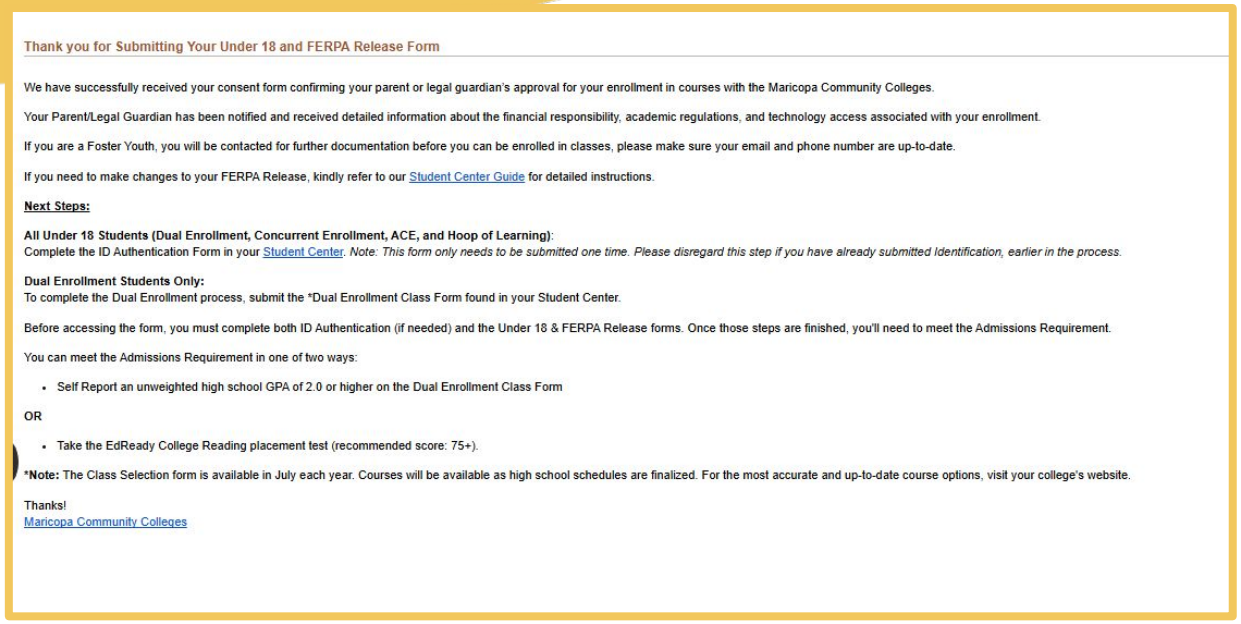
Step twelve: Hold Harmless Agreement

- The last section below is the **Hold Harmless Agreement**
- Review carefully, then choose "**Yes**" under the "**Student Consent**".
- Lastly, hit the "**Submit**" button to submit your form.



Under 18 and FERPA Release Form

Confirmation Message



Thank you for Submitting Your Under 18 and FERPA Release Form

We have successfully received your consent form confirming your parent or legal guardian's approval for your enrollment in courses with the Maricopa Community Colleges.

Your Parent/Legal Guardian has been notified and received detailed information about the financial responsibility, academic regulations, and technology access associated with your enrollment.

If you are a Foster Youth, you will be contacted for further documentation before you can be enrolled in classes, please make sure your email and phone number are up-to-date.

If you need to make changes to your FERPA Release, kindly refer to our Student Center Guide for detailed instructions.

Next Steps:

All Under 18 Students (Dual Enrollment, Concurrent Enrollment, ACE, and Hoop of Learning):
Complete the ID Authentication Form in your Student Center. *Note: This form only needs to be submitted one time. Please disregard this step if you have already submitted Identification, earlier in the process.*

Dual Enrollment Students Only:
To complete the Dual Enrollment process, submit the *Dual Enrollment Class Form found in your Student Center.

Before accessing the form, you must complete both ID Authentication (if needed) and the Under 18 & FERPA Release forms. Once those steps are finished, you'll need to meet the Admissions Requirement.

You can meet the Admissions Requirement in one of two ways:

- Self Report an unweighted high school GPA of 2.0 or higher on the Dual Enrollment Class Form

OR

- Take the EdReady College Reading placement test (recommended score: 75+).

***Note:** The Class Selection form is available in July each year. Courses will be available as high school schedules are finalized. For the most accurate and up-to-date course options, visit your college's website.

Thanks!
Maricopa Community Colleges

Step thirteen: Confirmation

- Once you have completed and submitted the form, you will receive an on-screen and an email confirmation letting you know the submission was successful and listing any necessary next steps.
- Your parent or legal guardian will also receive a separate email confirming that you have acknowledged their consent for your enrollment. The email will include the terms and conditions associated with that consent.
- For additional information on "Under 18 Financial Responsibility and Consent, please view the link below: https://www.maricopa.edu/students/student-support/admissions-records-registration/under-18-financial-responsibility-consent

Student Viewing Previously Submitted Forms

MARICOPA COMMUNITY COLLEGES

Step fourteen: View Previous Forms

- Log into SIS redirect.maricopa.edu/student-center
- Navigate to Student Center → Student Forms → View My Forms

