

Attendance Notification Change Form
Adult Student

*** Note: This process is only for students who are at least 18 years of age ***

Name: _____

Student ID: _____

Birth date: _____

Phone number: _____

Email address: _____

I acknowledge that by signing this form I am taking full responsibility for all attendance matters from this point forward.

I acknowledge that any legal guardians will continue to receive attendance phone call notifications and/or attendance email notifications.

I acknowledge that my parent(s)/guardian(s) will be notified of this change, and that my parent(s)/guardian(s) may retain the right to access my attendance records upon request.

Please note: Under FERPA, the right to access education records and consent to their disclosure transfers to a student once they turn 18 years old. However, FERPA still allows for the disclosure of education records, including attendance information, to the parent/guardian if the student is considered a dependent for tax purposes under the IRS rules.

Sample email that will be sent to parents/guardians:

*"This message is to inform you that your student, **NAME HERE**, has authorized taking full responsibility of all attendance notifications including emails and phone calls because they are now 18 years old. Attendance notifications will no longer be sent to any legal guardians that previously received them. Attendance records can be reviewed by you on The Source."*

Student Signature: _____ Date: _____

Entered by Registrar: _____ Date: _____

Entered by Administrative Secretary: _____ Date: _____