

# Student Information Release Authorization

CGCC EMCC GCC GWCC MCC PC PVCC RSC SCC SMCC

This form is required for each college institution you attend.

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA)* a college/university is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work – study, or loan amounts), and other student record information. This restriction applies, but is not limited to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the college/university permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The college/university does not automatically send information to a third party.

**NOTE:** For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student records. Your authorization to release information **expires at the end of the academic year in which the form was submitted**; however, you may revoke your authorization at any time by sending a written request. **The completed form must be submitted to the office by the student.**

**I, the student, acknowledge the information listed above and agree to the terms of the Student Information Release Authorization.**

STUDENT SIGNATURE IS REQUIRED

\_\_\_\_\_  
(Signature of Student - REQUIRED)

## STUDENT INFORMATION

Name: \_\_\_\_\_  
(LAST) (FIRST) (M.I.)

Student ID OR Social Security #: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

### Security Question

When the person named below is asked to authenticate his/her identity by providing at least one personal security question answer. *You, the student, should choose at least one personal security question and provide it to your third party contact.*

Elementary School: \_\_\_\_\_

First Automobile: \_\_\_\_\_

Mother's Maiden name: \_\_\_\_\_

