

**Authorization to Release Academic or Financial Records
For Academic Year 2009-2010 (Fall 2009, Spring and Summer 2010)**

Name (Print) _____

Student ID # _____

In compliance with the Federal Family Educational rights and Privacy Act of 1974, (FERPA) as amended, personally identifiable information cannot be released to a third party, including parents, without your written permission. For more information regarding FERPA, refer to the student handbook, the college catalog or the college website. To grant specific individuals access to your college records, please complete this form.

I authorize the following information to be released (check all that apply):

_____ financial account (account balance and billing)

_____ financial account (Financial Aid documents/awards)

_____ academic record (grades)

_____ disciplinary record

To the individual(s) listed below:

Name _____ *Unique identifier _____

Address _____

Name _____ *Unique identifier _____

Address _____

*The unique identifier is a password that verifies the identity of the individual requesting information.

This release is only valid for the academic year indicated above. It may be revoked prior to that time with a written request which is available in the Records Office.

Signature _____ Date _____

Please note that this release is for inquiries and discussions only. The college will not automatically mail grades, transcripts or any financial information to the individuals listed above.