The Federal Educational Rights and Privacy Act of 1974 (FERPA) protects the student’s educational record from disclosure to unauthorized individuals. I hereby give permission to the person(s) or agency listed below to access certain information from my educational record at Northampton Community College.

Information will only be released in person or through mail. Request must be made in writing. Requestor must either come in person providing a written request and present valid photo ID to receive information or make a request that the specified information be mailed. Any requests released through the mail will be sent to the requestor in care of the student.

Student’s Name (Last) (First) (Middle) (Previous)

Student ID # ______________

Student’s Primary Phone Number ______________

Individual or Agency to whom access is granted:

________________________________________________________________________ Relationship to Student: ______________

________________________________________________________________________ Relationship to Student: ______________

Educational Records to be released to above person(s), check all that apply:

☐ Academic Records
☐ Financial Records

Important Note:

This authorization will remain in effect until student revokes it in writing. Students may revoke authorization at any time by notifying the NCC Records Office with a written request.

Students must submit this form either in person at the Bethlehem or Monroe enrollment offices with valid photo ID or emailed from their NCC student email account. Faxed forms will NOT be accepted.

(Handwritten Signature Only)

Signature of Student Authorizing Release ____________________________ Date ____________________________