

STUDENT RELEASE OF INFORMATION FORM

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.

Student Information:

_____ Student ID #

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

Address (Street) (City) (State) (Zip)

Primary Phone Number

Secondary Phone Number

Individual or Agency to whom access is granted:

_____ Relationship to Student: _____

_____ Relationship to Student: _____

No information is released over the phone. Requestor may either come in person and present 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.

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

- All Academic Records
- Class Schedule
- Student Conduct
- Grades from past semester/year (please specify semester/year): _____
- Other (please specify): _____
- Transcript (fee required)
- Financial Records (including Financial Aid)

Important Note: This form is valid for one year from the date received. Students must file a new form with the NCC Records Office each year that they wish such access be given to an individual and/or agency. **Students may revoke authorization at any time by notifying the NCC Records Office in writing.**

(handwritten signature only)

Signature of Student Authorizing Release

Date