

## Student Release of Information Form

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

**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.**

\_\_\_\_\_  
 Signature of Student Authorizing Release Date

Records Office  3835 Green Pond Road  Bethlehem, PA 18020  fax: 610-861-5551