

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.

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