|  |  |  |  |
| --- | --- | --- | --- |
| Student Name: .  **Print Legibly** | | Telephone: . | |
| MCC ID or Social Security Number: . | Date of Birth *(if using MCC ID #)*: . | | |
| **By signing this document, I authorize Metropolitan Community College to release my most current assessment scores on file to the Institution, Agency or Organization as stipulated.** | | | |
| Student Signature: . | | | Date: . |
| ***PHOTO IDENTIFICATION IS REQUIRED AT TIME OF SIGNING*** | | | |
| *If you are unable to visit a MCC location to complete this form, it must be signed in the presence of a Notary Public. The Notary Republic Seal must be visible on the received emailed copy to be valid. There is a $15 service fee that can be paid over the*  *phone with the Student Accounts Office (531-622-2405).* R*equests* ***will not*** *be processed without payment verification,*  ***it is essential to*** *obtain and annotate the Payment Receipt Number* () *here*. | | | |

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| --- |
| \* REQUIRED WHEN STUDENT DOES NOT SIGN IN THE PRESENCE OF MCC TESTING STAFF EMPLOYEE \*  **Official Notary**  **Seal**  Subscribed to and sworn to before me this day of , 20 .  Notary Public Printed Name: .  Notary Public Signature: . |

**Educational information may be released to the following: *(Please print legible)***

Name of Institution, Agency or Organization: .

ATTN: ..

**Select mode of transfer and complete using accurate information.**

Send scores via Fax number: …

Email scores to: .

US Postal Service to: **Address** .

*(Pre-Paid Postage Required)*

**Address**

**City, State, Zip Code** .

. .

Receiving Testing Staff Printed Name Receiving Testing Staff Signature

Date: .  Payment Verified: .

**Notice to Third Party**

**The above-identified third party is hereby notified that any disclosure of the educational records described in the above consent is on the condition that the information in, and contents of, any an all education records disclosed pursuant to this consent may not be further disclosed by such third party to any other party without the prior consent of the above-identified student/participant. Personally identifiable information which is disclosed by Metropolitan Community College to an instatution, agency or organization pursuant to this consent may be used by its officers, employees and agents, but only for the purposed set forth in the above consent. REV 2005**