Authorization to Release Student Information

**Directions**: Students who wish to grant parental, spouse, or 3rd party access to their educational records may do so by submitting an [Authorization to Release Student Information Form](https://myway.mccneb.edu/StudentServices/Records/Records%20Forms/AuthorizationtoReleaseStudentInformation.docx) to the Records Office. The form must be completed, signed and dated in the presence of MCC staff. If the student does not reside near a MCC campus or center, he/she will need to have the form notarized and mailed directly to the Records Office. **A copy of a photo ID must be attached to the form and it must be legible.**

**This Authorization to Release Information has no expiration date**; however, a student may cancel it at any time by submitting a written request to the MCC Records Office, **making sure to indicate that they wish to cancel the request for (name of third party) and sign and date the letter.** Students do not need to use the form to cancel the request**.**

**If a student wishes to have the release to be effective for a specific time frame (example: 6 months or 1 year), then he/she must indicate the cancelation date on the form.**

Once the form has been received in the Records Office, it will be processed within 3-5 business days.

**MCC staff procedure**: If the form is received at a Student Services location or at the Career and Academic Skills Center, MCC staff must make sure that the form is completely filled out, and **signed** by both the student and you. Staff will scan and email the form to records@mccneb.edu with the subject line of **FERPA**. The original document will be given back to the student. Please make sure the document is legible when scanned.

**Note**: Only MCC’s F-1 students should be checking the last box.

**Students should not be using this form for specific one time only occurrences.** For example if a student wishes to have his/her advisor or instructor release academic information (grades, progress in class, etc.) to a third party to obtain a scholarship, the student should write a letter indicating the scope of their release. Example:

I, *John Doe*, grant *Advisor* to release my academic information to *third party* so that I may obtain a scholarship. *Signature of student* and *date*.

The MCC staff/faculty should retain the release in their file in case there are questions.



Authorization to Release Student Information

**Academic, Financial Aid & Student Account information is available on Student My Services Account.**

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The Family Education Rights and Privacy Act of 1974 (FERPA), as amended, requires a written and dated consent from MCC students before disclosing personal identifiable information from a student’s education/financial records to a third party in most circumstances. Under FERPA, Metropolitan Community College reserves the right to withhold such information from a third party unless a current valid release is on file.

This Authorization to Release Information has no expiration date; however you may cancel it at any time by sending a written request to the MCC Records office. Pursuant to its FERPA compliance policy, MCC may release “Directory Information,” as defined in the Act and College Policy, without student consent unless the student has specifically requested, in writing, that such information be withheld.

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| --- | --- | --- | --- |
| Name: |       | MCC ID #: |       |
|  |
| Address: |       |  |       |       |       |
|  | Street | City | State | Zip Code |
| Phone Number(s) |       |  |       |  |       |
|  | Home | Work | Cell |

**I authorize Metropolitan Community College to release the following:**

[ ]  Grades, GPA, student ID number, class participation or attendance, class schedule, test assessments/scores

[ ]  Billing statements, charges, credits, payments, past due amounts, and/or collection activity

[ ]  Financial aid awards, application data, disbursements, eligibility, financial aid satisfactory academic progress

[ ]  Permission to make registration changes (add/drop)

[ ]  Information related to MCC F-1 international students **(this box is ONLY for MCC’s F-1 students)**

**Student Signature** **Photo Identification Is Required At Time of Signing** **Date**

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| --- |
| **REQUIRED WHEN STUDENT DOES NOT SIGN IN PRESENCE OF MCC STAFF**  Subscribed to and sworn to before me this day of , 20\_\_\_ (seal) Notary Public  |

**May release information to (Please print legibly):**

|  |  |  |
| --- | --- | --- |
|       |  |       |
| Name | Relationship |
|       |  |       |
| Name | Relationship |

**SIGNATURE of College Staff Receiving Request (PRINT STAFF NAME) Location Date**

**Records (rev. 2/2018)**

Posted by & date::