



**Authorization to Release Student Information**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records created or maintained by a school that receives federal funds. Students who attend McDowell Technical Community College (MTCC) retain the right of privacy in their education records. MTCC may provide access to a student's education records to a third party if the student provides written consent using this form.

**A. Student Information**

\_\_\_\_\_  
Name (Last, First, Middle)

\_\_\_\_\_  
Student ID

**B. Time period this Form is valid:** This authorization will remain in effect from the date it is executed until revoked by the student, in writing, and delivered to the Registrar's Office.

**C. Third-party Designee:** Disclosure of educational records will be released to the following person or persons you identify (photo ID will be required).

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

**D. Information to be Released (check all that apply):**

- All College Records (or mark individual options below)
- Records maintained by the Student Records Office, including academic history, transcripts, Grades/GPA, registration, student ID, academic progress status, and/or enrollment information.
- Financial Aid Information (FAFSA, Aid Status, Awards, Eligibility, Verification, Disbursements/Refunds, Satisfactory Academic Progress, Appeals).
- Course attendance, class participation, assignment and examination grades, and/or classroom behavior.
- Billing statements, charges, credits, payments, past due amount, and /or collection activity.
- Other (please list specific records): \_\_\_\_\_

**E. Student Certification:** I understand the information may be released orally or in the form of copies of written records, as preferred by the requester.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of College Official Received Form

\_\_\_\_\_  
Date