McDowell Tech
Learning for Life

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/Agency _____

Name/Agency _____

Name/Agency _____

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