Muskegon Community College

AUTHORIZATION TO RELEASE INFORMATION

The Family Education Rights and Privacy Act **(FERPA)** of 1974 is designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Muskegon Community College's procedures for complying with the provisions of this Act can be found in the college catalog or on the web at www.muskegoncc.edu . In accordance with FERPA, the College may not discuss your academic and/or financial information with your parents, spouse, or guardian.

By completing and signing this form, you authorize Muskegon Community College to discuss your information with your designee (parent, spouse, partner, relative, guardian, etc.). **The student is required to submit a *PIN Number below and the designee must confirm the PIN # with College Staff before information can be released.**

You should give great consideration to this before choosing to exercise this option and submitting this form. You should know that by signing this form, College personnel may disclose **any** information pertaining to your records that you have authorized. **This authorization will remain in effect until you submit a "Retraction of Authorization to Release Information" Form terminating this consent to the Muskegon Community College's Student Welcome Center in the Student Center.**

STUDENT NAME (Please Print): _____ MCC ID NUMBER: _____

MCC EMAIL ADDRESS: _____ PHONE NUMBER: _____

STUDENT AUTHORIZATION: (Check all that apply)
I have read this document and fully understand the contents. I agree to release all information checked and initialized below:

☐ _____ initials — All **Financial Aid Records** (records including but not limited to: status of file, award and disbursement of funds information Satisfactory Academic Progress status, income information, or any other information contained in the application or financial aid file.

☐ _____ initials — All **Academic/Transcript Records** (records including but not limited to: transcripts, registration & schedule information, residency information, Satisfactory Academic Progress status, assessment test scores, and any other documentation contained in the academic records).

☐ _____ initials — All **Student Account Records** (records including but not limited to: nature of, amounts due, payments received and sources of payment for all student account charges; sources of, balances due and payments made to students relative to refunds, grants, scholarships, loans, and sponsors; all account payment plans; all financial holds on student accounts and records, including those related to student account balances due and/or in collection, financial aid adjustments and repayments, library fines, parking tickets, NSF and returned checks, and bankruptcy; and any other student accounts receivable information contained in student records).

☐ _____ initials — **Instructor/Classroom Records** (records including but not limited to: attendance records, progress reports, tests and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records which make up the final grade. *FERPA pertains to the release of records. Instructors are not required to have conversations about academic progress with anyone other than the student).*

☐ _____ initials — **All of the Above**

State Purpose of Disclosure _____

☐ RELEASE INFORMATION TO

FULL NAME (FIRST, MI, LAST)	RELATIONSHIP TO STUDENT	STUDENT CREATED *PIN NUMBER REQUIRED:
1. _____	_____	
2. _____	_____	
3. _____	_____	___ ___ ___ ___

_____	_____	_____
Print Name	**Student Signature**	**Date**

⬇OFFICE USE ONLY⬇

RECEIVED BY: _____ OFFICE: _____ DATE: _____

☐ Checked Student ID

(Registrar's Office Revised 01/26/11)