



Student Information Release Authorization

In compliance with the Federal *Family Educational Rights and Privacy Act of 1974* and the Regents' Policy on *Access to and Release of Student Education Records*, North Country Community College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts), conduct, and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant North Country Community College permission to release information about your student records to a third party by submitting a completed *Student Information Release Authorization*. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. North Country Community College does not automatically send information to a third party.

Submit your completed form to:

Office of the Registrar
North Country Community College
23 Santanoni Ave.
PO Box 89
Saranac Lake, NY 12983-0089

Please note that your authorization to release information has *no expiration date*; however, you may revoke your authorization at any time by sending a written request to the same address.

NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. *However, it is North Country Community College policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone or via email.*

A. Student Information

NAME (LAST, FIRST, MIDDLE INITIAL) SSN (LAST 4 DIGITS) STUDENT ID NUMBER

CURRENT ADDRESS (STREET/PO, APT, CITY, STATE & ZIP) DAYTIME PHONE

B. Third-party Designee

NAME (LAST, FIRST, MIDDLE INITIAL) DAYTIME PHONE

RELATIONSHIP TO STUDENT

The following FERPA password must be provided, either by myself or by any named individual below when making an inquiry.

FERPA PASSWORD (5 digit number): _____

- Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment info
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress
- Student Behavior
- All of the above

INFORMATION TYPES ALLOWED (CHECK ONE OR MORE OF THE BOXES ABOVE TO GRANT AUTHORIZATION).

C. Certification

I, _____, authorize North Country Community College to release the above-noted information to those individuals or entity identified above. I understand that by signing this authorization I am waiving my right of nondisclosure of these records under Federal law only to the person or entity specifically identified in this document. This release does not permit the disclosure of these records to any other persons or entities without my written consent or unless specifically authorized by Federal law. This request supersedes any previous requests to release or not to release information I may have made to the College. This release shall remain in effect until revoked by me in writing.

Signature: _____ Date: _____
Staff Signature: _____ Date: _____

If this form is not completed in the presence of a NCCC staff representative, the document must be notarized.

STATE OF NEW YORK:

COUNTY OF : _____ ss: _____

On the _____ day of _____ in the year _____ before me, the undersigned, personally appeared _____,

personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is (are) subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her their capacity(ies), and they by his/her/their signature(s) on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the same.

Notary Public