

Student Information Release Form (FERPA)

Subject to certain exceptions (known as Directory Information) set forth in the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Mohave Community College will not provide personally identifiable student information to third parties without the student's signed, written permission. This information includes, but is not limited to: registration, student financial records, assessments, financial aid, and other student records.

You, the student, may grant Mohave Community College permission to release authorized information to a third party by submitting this completed form. Third parties include, but are not limited to: parents, spouses and third-party sponsors. A separate form must be submitted for each person/agency to which you wish to grant access to your information. Authorized information will be provided only upon request by, and proof of identity of, the third party.

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| Print Student Information | | | |
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| <i>First</i> | <i>Middle</i> | <i>Last</i> | <i>MCC Student ID Number</i> |
| <i>Current Mailing Address (Street, City, State, ZIP)</i> | | <i>Current Phone Number</i> | |
| Print Third Party Designee: PERSON | | | |
| | | | |
| <i>Name</i> | | <i>Relationship to Student</i> | |
| <i>Address (Street, City, State, ZIP)</i> | | <i>Birthdate (MM/DD/YYYY)</i> | <i>Last 4 Digits of SSN</i> |
| Print Third Party Designee: AGENCY | | | |
| | | | |
| <i>Agency Name</i> | | | |
| <i>Address (Street, City, State, ZIP)</i> | | <i>Phone Number</i> | |

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| <p>Information Types Allowed (Check one or more of the boxes below to grant authorization):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration, academic performance/standing, class schedule, transcripts and/or enrollment information (Registrar) <input type="checkbox"/> Financial aid awards, application data, disbursements, eligibility and/or financial aid satisfactory academic progress (Financial Aid) <input type="checkbox"/> Finance-related records, including billing statements, charges, credits, payments and past due amounts (Bursar) <p>Note: Disability Services information/records must be released through a separate release form. Contact the Compliance Office for details.</p> |
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Illegible, incomplete, incorrect, unsigned or undated forms will not be accepted and will be returned to the MCC employee witnessing the form; if witnessed by a notary public, the form will be returned to the student.

By submitting this form, you are not giving the third party authorization to speak, act, or sign any documents on your behalf. The College reserves the right to speak only to you.

This form has no expiration date. It is your responsibility (the student's) to revoke this authorization at any time by written, dated communication to the Registrar's Office.

Certification: By signing below, I consent to the release of the personal student information specified above to the individual or agency listed.

Student Signature (physical signature required) *Date*

The signing of this form must be witnessed by an MCC employee or Notary Public. This student has granted that information be released to the individual/agency named above.

MCC Employee (or Notary) Printed Name *Signature* (physical signature required) *Date*

**Scan completed and signed form into Nolij batch folder (FERPA) for Registrar processing. Copy to: Student.
Mail notarized form to Mohave Community College, 1971 E. Jagerson Ave., MS 107, Kingman, AZ 86409**