



Academic Records FERPA Release Form
Registrar's Office
Room C120

The Family Education Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. This act protects your personal information from being distributed to third parties. With limited exception, Northwest State Community College must have a signed acknowledgement from you before personal information can be released to a third party (i.e. spouse, parent, employer, etc). If you believe an exception exists because of parental support, for more information about FERPA, please visit: www.ed.gov/policy/gen/guid/fpco/ferpa/index.html.

Please complete all items below and return this authorization form to the Registrar's Office:

Student Information

First Name Middle Last Name Student ID
Current Address (Street, PO Box, City, State, Zip Code) Daytime Telephone

Third-party Designee

First Name Last Name Relationship to Student

I willingly give my consent to the person listed above to obtain/process the following information from the Registrar's Office:

- Add/Drop class Student ID # Schedule Transcripts Grades
All Other: (Please specify)

I am granting permission and am aware that the person requesting and/or processing the information can do so in person after showing government issued identification or over the telephone and confirm the following PIN within the semester indicated or until I revoke such consent in writing and submit it to the Office of the Registrar.

Effective for the Fall, Spring, Summer semester for academic year (ex. 2021-2022)

I acknowledge by my signature that by giving this consent I am willingly waiving my rights protected by the Family Education Rights and Privacy Act (FERPA). I understand that I will be responsible for any courses and/or fees accrued for any classes that the above person/s might register me for. I also agree to hold Northwest State Community College harmless of any damages resulting from the release of this information.

Student Signature Date
Release Revoked: Student Signature Date

Registrar Use Only Identity verified by Driver's License or Student ID Card

Processed by: Date

Release Revoked: Processed by: Date