

# Oklahoma City Community College

## AUTHORIZATION TO RELEASE STUDENT RECORD INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of a student's educational records. These confidential records may include admission, enrollment, financial aid, bursar/billing account information, and will not be released without prior written consent from the student. By signing this form, the student authorizes college personnel to release confidential/non-directory information to designated person(s).

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Student Telephone Number: \_\_\_\_\_

I authorize the appropriate office to discuss and/or release my confidential/non-directory information to designated person(s).

I understand the person(s) listed on this form will have access in person, or by U.S. and electronic mail to confidential/non-directory information pertaining to the information that is designated below:

Student records that may include the following:

- My application for admission records
- My enrollment activity
- My student academic history which includes grades
- My academic progress in current course schedule
- Any other item that may be identified as a student record

Financial records that may include the following:

- My current and past Bursar account information and/or documents
- My financial aid records
- Any other item that may be identified as a financial record

Name(s) of people to release information to: (Please print)

\_\_\_\_\_  
\_\_\_\_\_

Special Instructions/Comments:

\_\_\_\_\_  
\_\_\_\_\_

This authorization will remain in effect until:

- Revoked in writing by the student                       Date specified \_\_\_\_\_  
 The end of the current semester

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_