



Office of the Registrar

Student Information Release Authorization

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the College is prohibited from providing certain information from your student records to another person. This information includes information on grades, billing, tuition and fees, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to, your parents, your spouse, or a sponsor. Completion of this form grants the College permission to release information about your student records to another person that you have designated. You must complete a separate form for each person to whom you grant access to information in your student records.

THIS FORM MUST BE COMPLETED BY THE STUDENT AND SUBMITTED—WITH A PHOTO ID—TO THE STUDENT SERVICES OFFICE ON THE EAST ARKANSAS COMMUNITY COLLEGE, FORREST CITY CAMPUS/WYNNE SITE.

Student Information:

NAME (FIRST, MIDDLE INITIAL, LAST)

SSN

CURRENT ADDRESS

PHONE

Person Authorized to Access Education Records:

NAME (FIRST, MIDDLE INITIAL, LAST)

RELATION TO STUDENT

CURRENT ADDRESS

PHONE

SSN OF AUTHORIZED PERSON

Date of Birth ____/____/____

Information Types Allowed (check one or more to grant authorization)

___ Grades/GPA, demographic, registration, student ID number, academic status, and/or enrollment information

___ Billing statements, charges, credits, payments, past due amounts, and/or collection activity

___ Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress

___ Access to student records maintained by the Office of the Registrar and the Office of Financial Aid, including all of the above examples

I understand that this authorization will remain in effect until I cancel it. I understand and will inform persons or organizations accessing my education records of the following:

1. Anyone requesting access to records must show photo identification.
2. All requests are subject to the standard processing time and fees (if any).
3. Any additions or changes to this consent require the completion of a new consent form.

STUDENT'S SIGNATURE

DATE