

STUDENT CONSENT TO RELEASE EDUCATIONAL RECORDS

NOTICE AND INSTRUCTIONS

In compliance with the Family Educational Rights and Privacy Act (FERPA), Norco College is prohibited from releasing information from student records to a third party, such as information on grades, attendance, enrollment status, billing, tuition and fees, and other student record information without the student's signed, written consent, unless such consent is not required by law.

This consent form authorizes the release of specified information maintained by the Admissions and Records Office to the third-party individual identified on the form. The form must be fully completed and signed by the student and is valid for single-use only. A separate form must be completed each time third-party authorization is to be granted. Valid photo identification (state ID, license, or passport) for both the student and the individual listed must be presented prior to the release of records (legible photocopy of ID will be permitted). Please note that while this form authorizes Norco College to release educational records to third parties, it does not obligate the college to do so.

I (student name), _____, freely and voluntarily authorize the release and/or official order of the following record(s) to the individual identified below:

RECORD(S) TO BE RELEASED AND/OR ORDERED (CHECK ALL THAT APPLY):

- Official Transcript(s) (Release Only):
- Enrollment Verification(s):
 - Order Release
- Unofficial Transcript(s):
- Registration Receipt(s) (please specify terms): _____
- Other (please specify): _____

PERSON TO WHOM AUTHORIZATION IS PROVIDED:

NAME (LAST, FIRST, M.I.)

RELATIONSHIP TO THE STUDENT

CURRENT ADDRESS (STREET/PO BOX, APT, CITY, STATE, ZIP)

DAYTIME PHONE

STUDENT INFORMATION:

NAME (LAST, FIRST, M.I.)

STUDENT ID

CURRENT ADDRESS (STREET/PO BOX, APT, CITY, STATE, ZIP)

DAYTIME PHONE

**With my signature, I acknowledge that all information provided on this form is accurate and true.
I further understand that this consent and authorization is valid for single-use only.**

STUDENT SIGNATURE

DATE

Valid photo identification (state ID, license, or passport) for both the student and the individual listed must be presented prior to the release of records (legible photocopy of student's ID will be permitted).

Please note: This form may only be used to authorize the release of records maintained by the Admissions and Records Office. It is not valid in other departments.