



# Credentials Solutions

## TRANSCRIPT RELEASE FORM

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### 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 consent, unless such consent is not required by law.

This consent form authorizes the release of RCCD transcripts ordered via Credentials and maintained by the Admissions and Records Office to the third-party individual identified on the form. The form must be fully completed and signed the authorized person, 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 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.

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### STUDENT INFORMATION:

NAME (LAST, FIRST, M.I.)

STUDENT ID/SOCIAL SECURITY NUMBER

### AUTHORIZED PERSON:

NAME (LAST, FIRST, M.I.)

RELATIONSHIP TO THE STUDENT

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

**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.**

AUTHORIZED PERSON SIGNATURE

DATE

**Valid photo identification (state ID, license, or passport) of 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 transcripts maintained by the Admissions and Records Office. It is not valid in other departments.*

4/2019

**NORCO**  
**COLLEGE**

Admissions & Records