Southwestern COMMUNITY COLLEGE

AUTHORIZATION TO RELEASE STUDENT INFORMATION

In compliance with the federal *Family Educational and Privacy Act of 1974* (FERPA), Southwestern Community College (SCC) is prohibited from providing certain personally identifiable information from your student record to a third party. This restriction applies, but is not limited to your parents, your spouse, or a sponsor and includes information such as grades, billing, tuition and fees, financial aid, advising and counseling notes, attendance, etc.

You may, at your discretion, grant SCC permission to release personally identifiable student record information to a third party by completing this form and submitting it to the Registrar's Office. You must complete a separate form for each third party to whom you grant access to information. The specified information will be made available if requested by the authorized third party.

This release remains in effect until you submit a *Revocation of Prior Information Release Request* form restricting the release of information. Also, for the named third party designee, this release overrides FERPA directory suppression you may have set up on your student record.

Student Information:

_____   _____
Name (Last, First Middle)   Student SCC ID#

_____   _____
Mailing Address (Street/PO Box, City, State, ZIP)   Telephone Number

Third-Party Designee:

_____   _____
Name (Last, First Middle), or Name of Organization   Telephone Number

_____   _____
Mailing Address (Street/PO Box, City, State, ZIP)   Relationship to Student

Information to be Released (check all that apply):

❑ **Academic Information:** grades, GPA, attendance, honors/awards, Student ID number, enrollment information
❑ **Financial Aid Information:** application data, eligibility, awards, disbursements, satisfactory progress information
❑ **Business Office Information:** billing items, charges, payments, outstanding balances, collection activity
❑ **Campus Life Information:** student conduct violations, disciplinary actions, disciplinary sanctions
❑ **Other** (list specific information to be released)**:** _____

Certification:

_____   _____
Signature of Student   Date

05/05/2025