



447 College Drive, Sylva, NC 28779

STUDENT INFORMATION ACCESS FORM

Student Authorization to Release Information

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

You may 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.

NOTE: This release remains in effect until you submit a new 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.

A. Student Information

Name (Last, First Middle)

Student SCC ID#

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

Telephone Number

B. Third-Party Designee

Name (Last, First Middle)

Telephone Number

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

Relation 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** (please list specific information to release): _____

C. Certification

Signature of Student

Date



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Request to Prohibit/Revoke Prohibition of Release of Directory Information

Student records at Southwestern Community College are governed by the *Family Educational and Privacy Act of 1974* (FERPA). Under the Act, Directory Information relating to the student (information that is not considered harmful or an invasion of privacy if released) is considered to be public information unless the student formally requests in writing it be kept confidential. Students may choose to revoke a previous request to prohibit the release of directory information. This form serves to process these requests.

Directory Information includes:

- Student Name
- Program of Study
- Degrees and honors received
- Dates of Enrollment and current enrollment status
- Participation in officially recognized activities or sports

Instructions:

1. Complete the fields below
2. Sign and date this form
3. Submit this form to the Registrar's Office

A. Student Information

Name (Last, First Middle)

Student SCC ID#

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

Telephone Number

B. Directory Information Selection (check one)

- ☐ PROHIBIT THE RELEASE OF DIRECTORY INFORMATION: I hereby request Southwestern Community College prohibit the release of my directory information. I understand that this restriction will remain in force until I complete a form to revoke this request. I also understand that once a restriction has been placed, no information, including degree and graduation dates, can be verified by college staff.
- ☐ REVOKE PROHIBITION OF RELEASE OF DIRECTORY INFORMATION: I hereby request Southwestern Community College revoke any and all previous requests from me to prohibit the release of my directory information. I understand that this revocation allows SCC to treat my directory information as public information.

C. Certification

Signature of Student

Date

REGISTRAR'S OFFICE USE ONLY

Processed By: _____

Date Processed: _____