



Continuing Education Registrar's Office
447 College Drive · Sylva, NC 28779

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



Continuing Education Registrar's Office
447 College Drive · Sylva, NC 28779

REQUEST TO PROHIBIT THE 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 that it be kept confidential.

Directory Information includes student name, program of study, degrees and honors received, dates of enrollment and current enrollment status and participation in officially recognized activities or sports.

Completion and submission of this form to the Registrar's Office will prevent the release of directory information. This release remains in effect until you submit a *Revocation of Prior Information Release Request* form.

Upon completion of this form, please submit it to the Registrar's Office in person, by mail or by email.

Student Information:

Name (Last, First Middle)

Student SCC ID#

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

Telephone Number

Certification:

Signature of Student

Date



Continuing Education Registrar's Office
447 College Drive · Sylva, NC 28779

REVOCATION OF PRIOR INFORMATION RELEASE REQUEST

The purpose of this form is to make changes to any previous release of information requests. Use this form if you have previously submitted a form to:

- a. authorize the release of protected information to a third party and wish to revoke that release or
- b. prohibit the release of directory information and wish to revoke that prohibition

Upon completion of this form, please submit it to the Registrar's Office in person, by mail or by email.

Student Information:

Name (Last, First Middle)

Student SCC ID#

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

Telephone Number

Action (Select One):

- REVOKE PROHIBITION OF RELEASE OF DIRECTORY INFORMATION: I hereby request that Southwestern Community College revoke 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.
- REVOKE THE RELEASE OF INFORMATION TO A 3RD PARTY: I hereby request that Southwestern Community College revoke the previous request to release protected information to the following third party.
Name: _____

Certification:

Signature of Student

Date