



Office of the Registrar
Authorization to Disclose Information

The Family Educational Rights and Privacy Act (FERPA) of 1974 is designed to protect the privacy of educational records, to establish the rights of students to inspect and review the educational record, and provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings.

Student Information:

Print Name \_\_\_\_\_ Required: JC Student Number \_\_\_\_\_

\*Disclosure Options: (Please check one box only)

- Option 1: Full Disclosure
Option 2: Partial Disclosure

Required:
Specify the information you want to release (for example: balance owed to JC, grades, grade in a specific class, etc.)

Authorized Individual(s) or Organization(s)

List the individual(s) or organization(s) you are authorizing JC to release information to:

Print Name Clearly \_\_\_\_\_ Print Name Clearly \_\_\_\_\_

Required: Four Digit Pin \* \_\_\_\_\_

\*Create your own four digit pin number (any four numbers). The authorized individuals must provide this number when requesting information.

Optional: Termination Date: \_\_\_\_\_

Student Authorization

I have read this document and fully understand the contents. This document authorizes JC to release information from my educational record, as specified above, to the individual(s) listed above and is effective upon submission.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use Only:

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_