CENTRAL PIEDMONT COMMUNITY COLLEGE

**P.O. Box 35009**
**Charlotte, NC 28235-5009**

# Student Information Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974* and CPCC Policy 7.02 Student Records (Transcripts), Central Piedmont Community College (CPCC) is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees, financial aid, and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the college permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records each time you would like access to be granted. The specified information will be made available only if requested by the authorized third party. This form authorizes release only of the specified information to the indicated third-party designee when presented to a college representative. It cannot be used to authorize a standing release of information.

**NOTE:** For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you may have set up on your student record.

## A. Student Information

NAME (LAST, FIRST, MIDDLE) _____ STUDENT ID _____

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

## B. Third-party Designee

NAME (LAST, FIRST, MIDDLE) _____ DAYTIME PHONE _____

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

REASON FOR RELEASE _____

### Information to be Released (check all that apply):

- ☐ Grades/GPA, demographic, registration, student ID, academic progress status, and/or enrollment information
- ☐ Billing statements, charges, credits, payments, past due amount, and/or collection activity
- ☐ Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory progress
- ☐ Records maintained by the Student Records Office, including academic history
- ☐ Complaints regarding student conduct and relevant educational, academic, and financial information
- ☐ Others (please list specific records): _____

## C. Certification

SIGNATURE OF STUDENT _____ DATE _____

SIGNATURE OF RECEIVING COLLEGE OFFICIAL _____ PRINT NAME _____ DATE _____

AEB
2/2012