



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. 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. The indicated information will be made available only if requested by the authorized third party. **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.

Students must present a valid photo ID with this form if it is not submitted from the student's CPCC student email. Forms may only be submitted by Third-Party Designee if presented with a valid copy of the student's ID.

A. Student Information

Name (Last, First, Middle)

Student ID

B. Time Period this Form is Valid

☐ one time only ☐ current semester (☐ Fall, ☐ Spring, or ☐ Summer) ☐ current school year (Aug 1 – July 31)

- If you wish to cancel this form early without adding new information, you will need to send an email from your CPCC student email account with your CPCC student ID number to records@cpcc.edu.
- If you wish to make changes or add an additional third party, a new form will be required.

Check here ☐ if this form is replacing a Student Information Release Authorization currently on file.





C. Third-party Designee

Name (Person or Organization)

Email, Fax or Phone Number

Reason for Release

Information to be Released (check all that apply):

- ☐ Complaints regarding student conduct & relevant educational, academic, & financial information related to case #: _____
- ☐ Records maintained by the Student Records Office, including academic history, transcripts, Grades/GPA, registration, student ID, academic progress status, and/or enrollment information
- ☐ Financial Aid Information (FAFSA, Aid Status, Awards, Eligibility, Verification, Disbursements/Refunds, Satisfactory Academic Progress, Appeals)
- ☐ Veterans Education Benefits (Academic Status, Collection of Documentation)
- ☐ Billing statements, charges, credits, payments, past due amount, and/or collection activity
- ☐ Course attendance, class participation, assignment and examination grades, and/or classroom behavior
- ☐ Others (please list specific records): _____

D. Certification

Signature of Student

Date

Signature of College Official Receiving
Form

Print Name

Date

