



Northampton Community College

Records Office ♦ 3835 Green Pond Road ♦ Bethlehem, PA 18020 ♦ fax: 610-861-5551

Student Release of Information Form

The Federal Educational Rights and Privacy Act of 1974 (FERPA) protects the student's educational record from disclosure to unauthorized individuals. I hereby give permission to the person(s) or agency listed below to access certain information from my educational record at Northampton Community College.

Student Information:

Student ID # _____

Student's Name (Last) (First) (Middle) (Previous)

Address (Street) (City) (State) (Zip)

Primary Phone Number _____

Secondary Phone Number _____

Individual or Agency to whom access is granted:

Relationship to Student: _____

Relationship to Student: _____

No information is released over the phone. Requestor may either come in person and present photo ID to receive information or make a request that the specified information be mailed. Any requests released through the mail will be sent to the requestor in care of the student.

Educational Records to be released to above person(s), check all that apply:

- ☐ All Academic Records ☐ Transcript (fee required)
- ☐ Class Schedule ☐ Financial Records (including Financial Aid)
- ☐ Grades from past semester/year (please specify semester/year): _____
- ☐ Other (please specify): _____

Important Note: This form is valid for one year from the date received. Students must file a new form with the NCC Records Office each year that they wish such access be given to an individual and/or agency. ***Students may revoke authorization at any time by notifying the NCC Records Office in writing.***

Signature of Student Authorizing Release _____

Date _____