



Authorization to Release Student Record Information

In compliance with the Federal Family Education Rights and Privacy Act of 1974, NTC is restricted from disclosing certain information from your student records. You may grant NTC permission to release information from your student records to a third party by completing and signing the form. You must list each individual person separately below or complete a separate form for each third party to whom you are authorizing student record access. Please send the completed form including student signature to Student Services to be added to the student's file (mailstop WK).

SECTION A. Student Information (print clearly)

Form fields for Student Information: First Name, Last Name, M.I., Student ID Number, Mailing Address, City, State, Zip code, Phone Number.

SECTION B Third-Party Designee(s) (Spouse/Parent/Agency/Employer/Other – print clearly)

1. Form fields for Third-Party Designee 1: First Name, Last Name, M.I.

2. Form fields for Third-Party Designee 2: First Name, Last Name, M.I.

Check one or more of the boxes below to indicate the records you would like released. Cross out any documents within a category you do not want released.

- Checkboxes for record categories: All records identified below, Academic Records, Financial Aid Records, Student Financial Records, Counselor/Accommodation Records, Student discipline/behavior, Other (indicate specific record).

Reason you are authorizing this release: _____

SECTION C. Student Certification

This authorization will expire on this date _____ or 3 years from the date signed. You may submit a request to revoke your authorization at any time. By signing below, I authorize NTC to release and discuss my education records, as specified above, with the individuals listed. The authorization of release is not valid without the student signature below.

Signature lines for Student and Legal Guardian/Power of Attorney, with Date fields.

For Office Use Only: Date Entered: ____/____/____ Staff Initials: _____

Please send to Student Services (Mailstop WK)