



AUTHORIZATION FOR RELEASE OF INFORMATION

In accordance with the federal Family Educational Rights and Privacy Act of 1974(FERPA), all information regarding a student's academic record is considered private between the student and the college and requires a written release for discussion of information with a third party. Even parents or guardians cannot obtain information about your student records from the College, because College officials may not legally release such information. For a variety of reasons, you may wish to waive this protection and permit release of some types of information to certain people.

Student's full name: _____

Student ID number: _____

Date of Birth: _____ **New River email:** _____

PERSON(S) TO WHOM INFORMATION MAY BE RELEASED

Parent/Guardian/Other (full name): _____

List relationship: _____

*****Photo identification will be requested prior to the release of information. Mailed or faxed requests must contain an enlarged copy of the ID with a signature*****

PLEASE LIST SPECIFIC INFORMATION THAT MAY BE RELEASED

(Admission, Registration, Attendance records, Academic Records to include dates of attendance, courses, grades and graduation, All information available)

Students must complete a separate release form for Financial Account/Financial Aid Information-the release form is available in the financial aid office.

Authorization expires _____

I hereby authorize release of the above-noted information to the designated persons by college officials. This authorization expires when I indicate, when I leave New River Community and Technical College (unless otherwise specified) or when I submit a new authorization form.

Student Signature

Date

This form will be maintained in the student's academic file located in the Registrar's Office.

www.newriver.edu

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