

AUTHORIZATION TO RELEASE INFORMATION

JCCC ID# Student's Last Name First Name MI Date of Birth

I authorize Johnson County Community College to disclose the following (check all that apply):

- Academic Records (grades, schedule, test scores, etc.)
- Financial Aid Information
- Account Information (payments made, refunds processed, tuition amounts, etc.)
- Other (be specific) _____

To the recipient listed below:

Recipient's Name (may be an individual, agency, or organization) Relationship to Student

Recipient's Street Address City State Zip

Recipient's Date of Birth Recipient's Phone # Last 4 Digits of Recipient's Social Security #

(Date of Birth and SSN# is required only for individual recipients. They are not required when releasing information to an agency or organization.)

I understand that:

- ✓ this authorization to release information will remain in effect until I revoke it in writing
- ✓ this consent does not permit the recipient to authorize release of my information to a third party
- ✓ this is a standing consent and will not result in a release of information unless requested by the recipient listed above
- ✓ this is **not** a transcript or enrollment verification request form.
(To release your transcript, complete a transcript request online. For a verification of enrollment, submit a verification of enrollment form.)

Student's Signature (Photo ID is required) Date Student's Phone Number

Return this form to: Student Transcripts and Registration on the 2nd floor of the Student Center. The form must be delivered by the student authorizing this release and a photo ID will be required.

If it is not possible for the student to bring the form in person, then a copy of the student's photo ID must be submitted with the form. Forms may be mailed to: JCCC, Records Office - Box 41, 12345 College Blvd., Overland Park, KS 66210. Forms not accompanied by a copy of the student's photo ID will not be processed.

For more information about your rights under the Family Educational Rights and Privacy Act (FERPA), visit our website at www.jccc.edu.