

# MANCHESTER COMMUNITY COLLEGE

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www.manchestercommunitycollege.edu

## Authorization To Release Information Form

Student information is confidential and cannot be released to another party without written permission except as prescribed by Federal Law. (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) If you would like to designate a party access to discuss your information please complete this form.

I, \_\_\_\_\_, ID @ \_\_\_\_\_ give my permission to Manchester Community College to discuss my Academic, Admissions and Financial information with and authorize access of my Academic, Admissions and Financial information to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

I understand that this release in information does NOT allow access to the Student Information System (*Student records via the Internet*) or official transcripts.

I DO NOT authorize access for the following information:

\_\_\_ Academic

\_\_\_ Admissions

\_\_\_ Financial

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Any changes/updates to this authorization must be submitted on a new form.

Office Use

\_\_\_\_\_  
SPACMNT REL

\_\_\_\_\_  
Copy to Registrar