

**Registrar's Office**

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[NHTIRegistrar@ccsnh.edu](mailto:NHTIRegistrar@ccsnh.edu)

## Authorization to Release Information

The family Education Rights and Privacy Act (FERPA) is a federal law that influences record keeping in most colleges and universities. It is popularly known as the Buckley Act, and the law requires that the educational records of students in colleges and universities receiving Department of Education funds remain confidential. The Buckley Amendment allows others to access a student's educational records only if the student consents.

I, \_\_\_\_\_ (name of student, please print) \_\_\_\_\_ (student ID or date of birth)

authorize access of my  Academic information  Financial information

to \_\_\_\_\_ (name of recipient) \_\_\_\_\_ (relationship)

\_\_\_\_\_ (name of recipient) \_\_\_\_\_ (relationship)

This release of information does not allow access to the Student Portal or official transcripts. Changes to this form must be made in writing, by the student, to the Registrar's Office. This authorization will remain part of the student's records unless changes in writing.

Student signature \_\_\_\_\_ Date \_\_\_\_\_

For Office Use Only

Date Processed

By Whom

Updated 07-23