



# HUTCHINSON COMMUNITY COLLEGE

## Authorization to Release Student Information

The financial and non-directory information in your student records and account are confidential and protected by the Family Educational Rights and Privacy Act ("FERPA"), 20 U.S.C. § 1232(g) and the related regulations in 34 CFR Part 99. The College may not release certain, non-directory information to another person without your written authorization. Completing this form will authorize the College to release specific information about you to the person(s) you designate below.

I [Name] \_\_\_\_\_ [Student ID#] \_\_\_\_\_ authorize representatives of Hutchinson Community College to release the following information to the person(s) designated below:

\_\_\_\_\_ Academic Record Information (All information regarding my enrollment, attendance and academic records)

\_\_\_\_\_ Financial Information (All student financial account information)

\_\_\_\_\_ Discipline Records

\_\_\_\_\_ Equity Grievance Resolution Records

Name of Person to Release Information to: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Person to Release Information to: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Name of Person to Release Information to: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

**I understand this Authorization will remain in effect until I submit a written request to cancel this Authorization. To cancel this Authorization, send written notice to the Records Office, [records@hutchcc.edu](mailto:records@hutchcc.edu)**

\_\_\_\_\_  
Date Student Signature Printed Student Name

**If this Authorization is not delivered in person, the following must be completed by a notary public:**

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing Authorization was signed before me, a notary public, this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

By: \_\_\_\_\_  
Who is (check one) \_\_\_\_\_ personally known to me or \_\_\_\_\_ whose identity was established by their drivers license or other photo identification.

\_\_\_\_\_  
**Notary Public Printed Name**

**[Notary Seal]**

Deliver in Person, by mail, or by fax to: Hutchinson Community College  
Records Office  
1300 N. Plum, Hutchinson, KS 67501

Fax: 620-665-3301