



## FERPA Information Release Authorization Form

Students wishing to allow another person access to their records should **complete all sections** of this form. It is the student's responsibility to keep this form current. If the date range has expired when a request for information is made, it will not be honored. If the dates are left blank, this form will expire two years from the date it was received. **This form MUST be turned in to the Records Office or sent to [screcord@schoolcraft.edu](mailto:screcord@schoolcraft.edu) with a copy of the student's driver's license.**

**For privacy and protection, forms submitted via email must be sent from the student's @schoolcraft.edu email address (not from a personal address.)**

Student Name \_\_\_\_\_

Student ID \_\_\_\_\_ Phone Number \_\_\_\_\_

I authorize Schoolcraft College to release:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> College Transcripts       | <input type="checkbox"/> Grades                       | <input type="checkbox"/> Class Attendance           |
| <input type="checkbox"/> Financial Aid             | <input type="checkbox"/> Academic Performance         | <input type="checkbox"/> Student Appeals (SC aware) |
| <input type="checkbox"/> Disability related issues | <input type="checkbox"/> Student Conduct & Discipline |   |

To: \_\_\_\_\_

Start Date \_\_\_\_/\_\_\_\_/\_\_\_\_ End Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Passphrase or PIN (**Required**) \_\_\_\_\_

I authorize the sharing of my information with the person/people named above, which includes college transcripts, grades, financial aid/student accounts, academic performance, class attendance, disability related issues (i.e., advocating for services needed, timely requests, etc.), student appeals (SC aware), student conduct and discipline. **This form does not cover password resets for Ocelot Access, BlackBoard, Student Email, or Wireless access. It is the student's responsibility to contact the school for assistance.**

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

### FOR OFFICE USE ONLY

Checked student's identification ☐ OR

Attached a copy of the student's driver's license (if sent via email only) ☐

Entered in PERC ☐

Date Processed \_\_\_\_\_ Processed By \_\_\_\_\_