



Registrar's Office Consent for the Disclosure of Education Records

This form must be signed and submitted by the student in person; it cannot be faxed or emailed. The Registrar's Office is located in SSC L157.

First Name	MI	Last Name	Banner ID Number
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I hereby authorize Manchester Community College and its employees to release the following information (please specify):

This release is authorized for the following individuals and/or organizations:

Name of Person/Organization	Relationship to Student
Name of Person/Organization	Relationship to Student
Name of Person/Organization	Relationship to Student
Name of Person/Organization	Relationship to Student

Disclosure is made for the following purpose(s):

I acknowledge and authorize that photocopies and facsimiles of the original of this Consent for the Disclosure of Education Records, including my signature, shall be as valid as the original.

Student Signature	Date
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KNOW WHAT YOU ARE SIGNING

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds from the U.S. Department of Education. Schools must have written permission from the student in order to release any information from a student's education record. Students may use the Consent for the Disclosure of Education Records form if they would like to authorize the college to release their education records information to someone other than the student.

FOR OFFICE USE ONLY

Date Received _____/_____/_____

Reviewed By _____