



**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
Authorization to Release Information to a Third Party**

**STUDENT NAME:** \_\_\_\_\_

**NECC ID NO:** \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) prohibits an institution of higher education from releasing most student record information to any requesting third party, absent the student's prior written consent. Failure of the College to comply with FERPA may result in a violation of federal law and jeopardize the College's federal funding. I authorize Northern Essex Community College to release my educational record information to:

**Name of Individual:**

**Relationship:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I authorize NECC to release the following information (check all that apply):

- Student Accounts:** Includes tuition and fee balance, financial holds, mailing and billing address, payment plans, accounting statements, collections information, and debt information.
- Admissions:** Includes the date of application, program selected, documents received, documents pending, date of admission, admissions status, and condition of admission.
- Registration:** Includes current enrollment, date of enrollment activity, enrollment status, residency status, semesters attended, and mailing address information.
- Academic Records:** Includes courses taken, grades received, GPA, academic progress, honors, transfer credit, and degrees earned.
- Financial Aid:** Includes all general financial aid information.

**CODE WORD:** \_\_\_\_\_ (The code word is used to validate your authorized individuals. Please provide your code word to the authorized individuals listed above).

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**INTERNAL USE:**

\_\_\_\_\_  
Staff Initials  
\_\_\_\_\_  
Date