

STUDENT SUCCESS CENTER

STUDENT INFORMATION RELEASE AUTHORIZATION

Student Name

PID Number

I understand Laredo Community College, in compliance with the federal Family Educational Rights and Privacy Act (FERPA) of 1974, is prohibited from releasing information relating to my education record to a third party. Information regarding my education record includes, but is not limited to, test scores, grades, tuition and fee assessments, financial aid eligibility, status, or awards, and any other information considered pertinent to my student record. Third parties are considered individuals such as parents, legal guardians, spouses, or sponsors.

I further understand FERPA allows me the option to grant permission to discuss my education record in the presence of a third party. At the Laredo Community College Student Success Center (SSC), this option may be granted at my request and is:

- valid only on date petition is made;
- valid only for third party indicated on this form;
- valid only during advising session occurring on date of request and authorization;
- valid only with SSC counselor and/or advisor;
- valid only for discussion of my education record relating to test scores, academic standing, grade point average, previous/current registrations, course schedules, degree evaluations, graduation, etc;
- not applicable to telephone and/or e-mail communications with SSC counselor or advisor.

I have read and understand the above statements and conditions and hereby authorize the Laredo Community College Student Success Center (SSC) to discuss my education record during my advising session in the presence of the designated third party.

Third Party Designee

Last Name

First Name

Middle

Relation to Student

Student Signature

Date of Authorization

**Photo IDs are required from student AND third party designee for processing of authorization form.
A separate authorization form is required for EVERY third party designee.**