



## STUDENT INFORMATION RELEASE TO THIRD PARTY AUTHORIZATION

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, Santiago Canyon College is prohibited from providing certain information from your student records to a third party excluding those designated as school officials. At your discretion you may grant your instructor, or a Student Service area of Santiago Canyon College permission to release information about your student records to a third party by submitting this completed form. You must complete a separate form for each third party you wish to grant information access to. The specified information will be made available only if requested by the authorized party.

<b>SECTION A: STUDENT INFORMATION</b>	
Name (Last, First, Middle Initial):	Student ID:
Current Mailing Address:	Daytime Phone Number:
Email Address:	
<b>SECTION B: THIRD PARTY</b> (PERSON OR GROUP YOU WISH TO GRANT INFORMATION ACCESS TO)	
Name (Last, First, Middle Initial):	Daytime Phone Number:
Address:	Company Name:
Email Address:	
Please check one or more of the boxes below to specify information you authorize access to:	
<input type="checkbox"/> Admission Application Information	
<input type="checkbox"/> Billing Statements, charges, credits, and past due amounts	
<input type="checkbox"/> Transcripts and class schedules	
<input type="checkbox"/> Grades/GPA, demographic, registration, student ID number, academic progress status	
<input type="checkbox"/> I do NOT authorize the release of my information to the above third party	
<input type="checkbox"/> Other: _____	
<b>SECTION C: INSTRUCTOR OR SERVICE AREA</b>	
Name / Department:	
<b>SECTION D: CERTIFICATION</b>	
I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any changes.	
Student Signature (original signature required)	Date

### Admissions & Records

8045 E. Chapman Ave. E-101, Orange, CA 92869 | [www.sccollege.edu](http://www.sccollege.edu)  
phone: [\(714\) 628-4901](tel:7146284901) | email: [admissions@sccollege.edu](mailto:admissions@sccollege.edu)