

PERMISSION TO RELEASE EDUCATION RECORDS

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), the Corcoran is prohibited from providing non-directory information from your student records to a third party, such as information on grades and other academic records, tuition and fees assessments, financial aid, and other student records. This restriction applies, but is not limited, to your parents or guardians, your spouse, or a sponsor.

You may, at your discretion, release records on a case by case basis by submitting this form to the Office of the Registrar.

Student Information

First Name _____ Last Name _____

Student ID#: _____ - _____

Address

LOCAL _____ City _____ State: _____ Zip _____

Phone _____ Cell: _____ Email _____@corcoran.edu

Degree: Associates Bachelor Masters Certificate Nondegree

Release authorization:

Recipient Information:

First Name _____ Last Name _____

Address _____ City _____ State: _____ Zip _____

Phone _____ Cell: _____ Email _____@corcoran.edu

Education record to be released:

Purpose of release:

Required Signature

I give permission for the Office of the Registrar to release the specified information to the recipient listed above.

Student Signature _____ Date ____/____/____

Office Use Only:
