RELEASE OF STUDENT RECORD INFORMATION  
(TO BE SUBMITTED ONLY BY STUDENT)

Northeast Alabama Community College, in compliance with the federal Family Educational Rights and Privacy Act, limits the amount and type of information that can be shared with persons other than the student. If you wish the Student Services Office to maintain a list of people who may have access to your entire student record, you may use this form. You may list family members, scholarship or funding agencies, but not a place of employment, unless you list a person’s name. (For example: John Smith, not HR Director). Release may include, but not limited to the release of grades, test scores, class schedule, class attendance, transcripts, address, phone number, financial records, etc. Information may be released in an emergency, or by regular request. We will release information only after the requestor provides proper identification.

I, ___________________________________________ authorize the release of all information in my student record to:

NJCAA/ACCC ____________________________ / Governing athletic organizations
Name __________________________________ / Relationship
Name __________________________________ / __________________________________
Name __________________________________ / __________________________________
Name __________________________________ / __________________________________

Signature: __________________________________ Date: ______________________

This request must be co-signed by a Student Services Staff member:

Signature: __________________________________ Date: ______________________

To change your request at a later date, you must submit another form.