



AUTHORIZATION FOR THE RELEASE OF INFORMATION

I authorize Northeast Community College to grant access to the records listed below.

SCOPE OF RECORDS TO BE RELEASED:

(Check the box next to each item that you would like to be released)

- Class Participation/Attendance, Extracurricular Participation, Housing Records, Academic Records, Student Accounts Billing/Financial Aid Records, Student Conduct Records

This is to attest that I am the student (enrolled or previously enrolled) signing this form and, by signing below, I hereby authorize Northeast Community College to release information from my education record as specified above.

Student Name (please print) Student ID Number

Student Signature Date

The Family Educational Rights and Privacy Act of 1974, as amended, affords privacy rights to students with respect to their education records. A student may grant access to these records to a designated party by completing this form. This release must be signed by the student.

Please select an Authorization Code: (Can be any combination of letters/numbers/symbols) \*If this form is for a job reference, no authorization code is required.

RELEASE IS GRANTED TO THE FOLLOWING PERSON(S): (list the name(s) of the individual(s) to whom access to information is granted)

Name please print (If the release is for a job reference, please put "All potential employers") Relationship (i.e. Parents, Sibling, Spouse, etc)

If this release is for the purpose of a reference, the following people are authorized to release my records:

Name(s) of Northeast faculty or staff member(s) who may serve as a reference.

Northeast Community College will accept the completed and signed form in person, via U.S. Mail, fax, or email. The Authorization for the Release of Information form will not be processed or honored if it is incomplete when it is received.

Northeast Community College College Welcome Center, Admissions and Registration Office, Room 1128 801 East Benjamin Avenue, PO Box 469 Norfolk, NE 68702-0469 Fax No. (402) 844-7396 or Email: admissionsandregistration@northeast.edu