



## AUTHORIZATION TO RELEASE INFORMATION

The purpose of the Family Educational Rights and Privacy Act of 1974 is to protect the privacy of individual students by placing certain restrictions on the disclosure of information contained in a student's college academic, financial, and disability records (non-directory information). I understand that in order for Hagerstown Community College to honor a verbal or written request for information by anyone other than the individual student, a signed authorization must be on file.

Therefore, I, \_\_\_\_\_ DOB \_\_\_\_\_ Student ID \_\_\_\_\_  
(print: first name, last name)

### Give my FULL consent to the Hagerstown Community College to release information to:

- \_\_\_\_\_ (Specific Recipient)
- \_\_\_\_\_ (Parents/Guardian – please provide names)
- \_\_\_\_\_ (Spouse – please provide name)
- \_\_\_\_\_ (Agencies – please provide names)
- \_\_\_\_\_ (Schools – please provide names)
- All of the above

### Please indicate the HCC offices to which you are giving your consent:

- Financial Aid/Finance Office *(I authorize the Financial Aid Office at Hagerstown Community College to release information from my financial aid file for the purpose of determining eligibility for scholarships and other financial assistance.)*
- Admissions Office       Academic Affairs Office       Advising and Registration
- Dean of Students       Disability Support Services       Faculty       Human Resources
- High School (if early to college)       Job Training Student Resources (JTSR)       Library
- Records Office       Testing/Tutoring/Learning Support Center
- TRiO Student Support Services       Other \_\_\_\_\_
- ALL of the above

I understand that this authorization remains in effect until I graduate or no longer attend HCC. I also understand I can revoke this consent at any time.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return this form to the Records Office. Students need to bring photo ID for the form to be accepted. If submitting by mail, email, or fax, please include a photocopy of a state-issued photo ID.**