

# CT STATE **Revocation of Student Information Release Authorization**

## COMMUNITY COLLEGE

In compliance with the federal *Family Education Rights and Privacy Act (FERPA) of 1974*, and the Board of Regent's *FERPA Notice and Directory Information Policy*, CT State Community College is prohibited from providing certain information from your student records to a third party (such as information about grades, billing, tuition and fee assessments, financial aid, and other student record information). This restriction applies (but is not limited) to your parents, your spouse/life partner, or a sponsor.

You may, at your discretion, grant CT State Community College permission to release information about your student records to a third party by submitting a completed **Student Information Release Authorization** form.

**Completing this form will revoke any authorization to your education record that was previously granted to a third-party designee.**

### **Student Information:**

Student Name: (Last, First, Middle Initial) \_\_\_\_\_

Student ID: @ \_\_\_\_\_ Phone Number: \_\_\_\_\_

Current Address: \_\_\_\_\_

### **Revoke Access to the Following Third-Party Designee:**

Name (Last, First, Middle Initial) \_\_\_\_\_

Current Address: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### **Certification:**

By signing below, I authorize CT State Community College to revoke access to my educational record that was previously granted to the third-party designee listed above.

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

***Please complete and return to Enrollment Services.***

#### **For Office Use Only:**

Date Received: \_\_\_\_\_

Date Entered: \_\_\_\_\_

Entered By: \_\_\_\_\_