

Release of Information Form

Washtenaw Community College - Office of Records - Partnership Office



The Family Educational Rights and Privacy Act (FERPA) of 1974 is designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. WCC's procedures for complying with the provisions of this act can be found at wccnet.edu/start-now/apply/ferpa.

In accordance with FERPA, the College can only discuss your academic/financial information with you, the student, unless you provide written consent below for this information to be shared with another person or entity.

By completing and signing this form, you authorize Washtenaw Community College (WCC) to discuss the information listed below with designated staff representatives of the specified partner organization. Your signature permits college personnel to disclose the records you have authorized. **This authorization will remain in effect until you submit written notice to the Welcome Center to revoke your consent.**

Student Information

Name: _____ Student ID: @00 _____

Partnership Information

Are you an active participant in a WCC partnership program?

Yes No

If yes, please write the name of the partnership program: _____

Student Authorization

(Check and initial all that apply to authorize WCC to release information to the identified partnership program.)

_____ **Limited Financial Aid Records** (records including, but not limited to: the filing or status of financial aid. No other Financial Aid data will be provided.)

_____ **Academic/Transcript Records** (records including, but not limited to: transcripts, registration and schedule information, residency information, Satisfactory Academic Progress status, assessment test scores, and any other information contained in the academic records).

_____ **Student Finance Records** (records including, but not limited to: the status of payment, balances due, financial holds on student accounts. No other Financial data will be provided.)

STUDENT SIGNATURE: _____
SIGNATURE

DATE: _____
DATE

Submit to the Welcome Center:

- **Online:**
 - WCC Student Gateway → *Upload My Documents* tile → Welcome Center & Student Records → FERPA - Release of Information
- **In Person:**
 - 2nd floor of the Student Center Building