

**NORTH CENTRAL MISSOURI COLLEGE
RELEASE OF INFORMATION FORM**

Student Name _____
Please print

Student ID Number _____ Phone number (____) _____

Mailing Address _____
Street Address P.O. Box number

_____ City State Zip

Personally identifiable information, other than items classified as directory information by the College, are protected and cannot be released without the student's consent. Additional information concerning the student's "right to privacy" and release of records may be found on at www.ncmissouri.edu. Please check the information to be released by the college and indicate the name of the individual to which the information is to be released.

Information to be released:

Release to:

| | | |
|---|-------|---------|
| Account balance and billing information | _____ | _____ |
| | | Name |
| Grades | _____ | _____ |
| | | Address |
| Financial Aid Documents/Awards | _____ | _____ |
| | | Address |
| Student Conduct Actions | _____ | |
| Other (Please specify) _____ | _____ | |

Information will be released upon request by the individual specified for the period of:

(From) _____ (to) _____ (not to exceed 12 months).

I hereby authorize North Central Missouri College authorized staff to release the specific information indicated above to the individual specified. I understand that this release authorization is in force for the period of time (not to exceed 12 months) indicated above.

Student Signature Date

OFFICE USE ONLY - Copies distributed to:

Student Accounts _____
Financial Aid _____
Students File _____

Student Education Rights & Privacy Act The Family Education Rights and Privacy Act of 1974 (commonly referred to as the "Buckley Amendment" or "FERPA") is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. The ACT affords you certain rights with respect to your education records.

They are: 1. Access to Education Records: the right to inspect and review your education records within 45 days of the day the College received a written request for access, any time after your enrollment at the institution. 2. Request for Amendment of Education Records: the right to request amendment of your education records if you believe they are inaccurate or misleading. 3. Disclosure of Education Records: the right to consent to disclosures of personally identifiable information in your education records, except to the extent that the ACT or any superseding law authorizes disclosure without your consent. 4. Compliance: the right to contact the Family Policy Compliance Office with a complaint concerning the College's compliance with the requirements of the Buckley Amendment. For more information, contact the College Registrar.

A student shall be defined by North Central Missouri College, for the purpose of administering FERPA regulations, as an individual who is enrolled in a course for college credit and whose attendance has been confirmed. **Directory information** will not be released prior to the end of the enrollment period for the first semester of enrollment without the express, written permission of the student. Student lists will not be released to any private business, unless contracted with NCMC for services.

Certain items of student information have been designated by North Central Missouri College as public or **directory information**. The college may provide the following information:

- Your name
- Address
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Full- or part-time enrollment status
- Participation in officially recognized activities
- Sports- weight and height of an athletic team member
- Dates of attendance
- Awards received
- Most recent previous educational institution attended

Currently enrolled students may withhold disclosure of directory information by notifying the Registrar in writing, before the end of the published Add/Drop period, that he or she does not want the directory information released. The non-disclosure request will remain in effect until the student rescinds the

request in writing. Information relating to the Family Educational Rights and Privacy Act of 1974 is available in the Registrar's Office and on the College website, www.ncmissouri.edu. Questions concerning the Family Educational Rights and Privacy Act of 1974 should be directed to the Registrar's Office or the Dean of Student Affairs