

TRANSCRIPT THIRD PARTY RELEASE FORM



STATE CENTER
COMMUNITY COLLEGE DISTRICT

Fresno City College | Reedley College | Clovis Community College
Madera Community College Center | Oakhurst Community College Center

STUDENT AUTHORIZATION FORM

To comply with FERPA regulations, Transcripts and Letters of Enrollment may only be released to the student of record or another Educational Institution. To fulfill this request for Transcripts of Letter of Enrollment, the student must acknowledge and authorize the release of his/her records to the third party named below:

PLEASE COMPLETE THE INFORMATION BELOW, SIGN AND DATE

I, (print your first and last name) _____ authorize Fresno City College, Reedley College, and/or Clovis Community College to release my transcript or letter of enrollment to the third party named below. In accordance with FERPA regulations, you may release my records.

LAST OR ORGANIZATION NAME: _____

FIRST NAME or DEPARTMENT: _____

STREET ADDRESS: _____

CITY, STATE, ZIP: _____

I understand that this form does NOT serve as a standing order and that I will need to submit a new form each time I request the release of my records to a third party.

STUDENT'S SIGNATURE AND DATE: _____

STUDENT ID #: _____