

**TRANSCRIPT THIRD PARTY RELEASE FORM**



**STATE CENTER COMMUNITY COLLEGE DISTRICT**  
FRESNO . REEDLEY . CLOVIS . MADERA . OAKHURST . WILLOW INTERNATIONAL

**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 a request for transcripts or 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, \_\_\_\_\_, authorize (Fresno City College, Reedley 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 |
| ADDRESS:                  |                          |
| CITY/STATE                | ZIP                      |

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

Student's Signature: \_\_\_\_\_ ID # \_\_\_\_\_ Date \_\_\_\_\_