



## CONSENT AND AUTHORIZATION TO RELEASE CONFIDENTIAL RECORDS

Definitions:

1. \_\_\_\_\_ is the **name of the student requesting the release** of his/her/their student records and whom will be hereinafter referred to as “the Student”.
2. \_\_\_\_\_ is the **name of the person (or entity) to whom the student wishes his/her/their confidential records to be released** and whom will be hereinafter referred to as “Recipient of Confidential Records”.
3. \_\_\_\_\_ describes the **reason or purpose for the release of the student records** and is hereinafter referred to as “Purpose”.
4. \_\_\_\_\_ is (are) **the confidential records which are to be released** and will be hereinafter referred to as “Confidential Records”.

In compliance with the Federal Educational Rights and Privacy Act<sup>1</sup>, the Student hereby authorizes Fayetteville Technical Community College to release the Student’s Confidential Records to the Recipient of Confidential Records for the Purpose indicated above. This authorization will remain valid for two years after the date this Consent and Authorization to Release Confidential Records is signed by the Student.<sup>2</sup>

Signed this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature of the Student

\_\_\_\_\_  
Print the Student’s Name

\_\_\_\_\_  
Student ID Number or Date of Birth

\_\_\_\_\_  
Signature of Employee Witnessing  
the Student’s Signature and Confirming  
the Student’s Identity

\_\_\_\_\_  
Printed Name of Employee Witnessing  
the Student’s Signature and Confirming  
the Student’s Identity

Submit this form to the Registrar’s Office, Tony Rand Student Center, Room 124 or Email: [registrar@faytechcc.edu](mailto:registrar@faytechcc.edu).

<sup>1</sup> For a more complete description of the College’s responsibilities and students’ rights under the Federal Educational Rights and Privacy Act, please refer to the FTCC Student Handbook under the section entitled “Student Records.”

<sup>2</sup> The Student may revoke this authorization at anytime by providing a written notification of the revocation to the FTCC Registrar.