



Consent to Release Student Information

In compliance with the federal Family Educational Rights and Privacy Act (FERPA) and SPCC Policy 7.29 Personally Identifiable Information, South Piedmont Community College (SPCC) is prohibited from providing certain information, such as grades, billing, tuition and fees, financial aid, and other student record information to a third-party without your consent. This restriction applies to, but is not limited to, your parents, your spouse, a friend, or a sponsor.

You may grant SPCC permission to disclose information about your student record to designated individual(s), in person only, by completing this consent form.

- A separate form must be completed **each academic year** for **each third-party** to whom you grant access to specified information on your student record.
- The specified information (*Excluding transcripts or registration changes*) will only be made available to the authorized third-party if requested in person at the Student Affairs office, with a government issued picture ID. Please see the college catalog for full details.
- To remove a Third-Party Designee consent, contact the Registrar’s Office.

I hereby authorize SPCC to verbally disclose information about the following educational records upon request to the third-party designee listed below (check all that apply):

Academic Records Student Conduct Records Payment Information/History

Other Educational Records (please specify) _____

Third-Party Designee – The above information may be released in-person only, to the following individual, once they have presented a government issued picture ID. Advance notice may be needed, depending on the information requested.

Designee Name (First and Last) _____

Relationship to Student _____ Phone/Cell _____

Student Signature _____ Student ID

Student Printed Name _____ Date _____

Office Use Only:

Academic Year (Fall-Spring-Summer): _____ Entered by: _____ Date: _____

Submit completed form to the Registrar: Registrar@spcc.edu
South Piedmont Community College
PO Box 126, Polkton NC 28135 | PO Box 5041, Monroe NC 28111
Fax: 704.272.5303 | 704.993.2425