



## Texarkana College

### STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the Federal Family Education Rights and Privacy Act of 1974 (FERPA), Texarkana College is prohibited from providing certain information including grades, bills, financial aid, and other student record information to any third party unless the student gives us written permission. This restriction applies, but is not limited to your parents, guardians, spouse, and your employer.

YOU may grant the college permission to release information about your records to a third party by completing and the submitting the form below.

YOU must file a separate form for each third party to whom you grant access. ***Please note that your authorization to release information has no expiration date; however, you may revoke authorization at any time by written request.***

***NOTE: The College, as a matter of policy, does not release registration, grade, or GPA information over the phone or via e-mail.***

***Submit this completed form to Texarkana College Office of Admissions!***

SECTION A. Student Information		
Name (last, first, middle initial)	Social Security number Last four digits only:	TC Number (Student ID Number)
Current mailing address (street or PO box, city, state, and ZIP)		Daytime phone number (    )
SECTION B. Third Party Designee		
Name (last, first, middle initial)	Social Security number Last four digits only:	
Address (street or PO box, city, state and ZIP)	Daytime phone number (    )	Home phone number, if different (    )
Relation to student	Email address	
<b>Please check one or more of the lines below to grant authorization to different types of information and student account records:</b>  <input type="checkbox"/> Billing statements, charges, credits, payments, past due amounts, and/or collection activity <input type="checkbox"/> Grades/GPA, demographic, registration, student ID number, academic progress status, and/or enrollment information <input type="checkbox"/> Financial Aid Information		
SECTION C. Certification		
I authorize the above third party, named in Section B, to access the above indicated student record and/or account information. This authorization does not permit the third party to make any alterations to my records.		
Student's signature	Date	

*Updated: 08/04/2017*

*TC does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies:  
Human Resources Director, 2500 N. Robison Rd., Texarkana, TX, 75599, (903) 823-3017, [human.resources@texarkanacollege.edu](mailto:human.resources@texarkanacollege.edu)*