

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, 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
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 _____