



**FERPA Release Authorization**  
 Registrar's Office  
 1704 Market Street  
 Wheeling, WV 26003  
 304-233-5900

**Student Information**

\_\_\_\_\_

Last Name First Name MI

Student ID Number

**Third Party Information**

\_\_\_\_\_

Last Name First Name MI

Relationship to Student

\_\_\_\_\_

Current Address (Street/PO, Apt, City, State & Zip)

Daytime Phone

**Third Party Information**

\_\_\_\_\_

Last Name First Name MI

Relationship to Student

\_\_\_\_\_

Current Address (Street/PO, Apt, City, State & Zip)

Daytime Phone

TYPES OF EDUCATION INFORMATION TO RELEASE (Does not apply to Financial Aid, Veterans or Disability Services)		
Check	Name	Description
<input type="checkbox"/>	All Records	All Records listed below.
<input type="checkbox"/>	Accounting	Includes tuition and fee balances, financial holds and payment status
<input type="checkbox"/>	Registration	Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
<input type="checkbox"/>	Academic Records	Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree(s) awarded.
<input type="checkbox"/>	Admissions*	Includes dates of application, programs selected, documents received, documents pending, dates of admission, admission status and conditions of admission.
<input type="checkbox"/>	Cancel Previous Release	Cancels a previous request.

*\*Does not include Health Science Admission Documents*

**Authentication**

When a party named above contacts WVNCC he/she will be asked to authenticate his/her identity by providing a special identifier code. You, the student, create this identifier and provide it to your third party contact. Do not choose an identifier that could easily be guessed. If your third party contact is not able to correctly provide the five digit identifier, WVNCC will not release any information from your education record. If you forget or misplace your five digit identifier, you must complete another release form to create a new code.

\_\_\_\_ Identifier Code Requirements: Code must be 5 characters in length; may include numbers and letters; is not case specific.

**Authorization**

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, WVNCC will only disclose confidential information from the education records of students to parents or other third parties provided the College has written consent from the student on file. Please sign below and return to the Office of the Registrar if you consent for the College to release your education records to your parents or any other third party. Please note: This release form will remain valid until revoked by this student in writing to the Registrar's Office.

- By signing below, I consent that WVNCC may disclose and discuss confidential information from my education record with the individuals listed above in reference to the purpose of release:
- By signing below, I authorize WVNCC to cancel a previous release as indicated on this form:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date