



STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORDS

Admissions & Registration
P.O. Box 20500
El Paso, TX 79998

TO COMPLY WITH FERPA, STUDENT MUST SUBMIT THIS FORM WITH CURRENT VALID PICTURE ID.

Name _____

EPCC ID 8 [] [] [] [] [] [] [] []

TELEPHONE NUMBER _____

EMAIL ADDRESS _____

FERPA Notice:

The Family Education Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or others as designated by the student.

I, the above-named student, hereby declare that El Paso Community College may release information to the following designee and for the following reasons:

DESIGNEE: _____ DESIGNEE'S EMAIL ACCOUNT: _____

- Please select the relationship of the Designee: Parent, Guardian, Spouse, Other. Specify: _____

Please Note: If you have more than one designee, attach another completed authorization form.

- Please select access level granted: All Access (no other selection required), Billing Information, View Educational Records (limited to Admissions Status, Class Schedule, Test Scores and Grades), View Financial Aid Information, Order/Pick Up Transcripts, Pick Up Diploma/Certificate, Speak to College Personnel about my Educational Records, Speak to College Personnel about my Academic Performance, Other: _____

Security Question & Answer – Extremely Important!

In order to ensure secure access to your records, we require the creation of a security question and answer that you share only with the designee on this form. This information is critical in the event that the designee contact EPCC remotely via a phone call or in person, and requires information from your records.

It is required that you share your security question and answer with your designee!

Security Question: _____

Answer: _____

I understand that this release is in effect until revoked in writing by me.

Student's signature: _____ Date: _____

Date Processed: _____ Processed by: _____

Collection of Personal Information Notice (House Bill 1922)

With few exceptions, you are entitled on request to be informed about the information the El Paso Community College collects about you. Under 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under 559.004 of the Texas Government Code, you are entitled to have the El Paso Community College correct information about you that is held by us and that is incorrect.