



**Authorization to Release Student Information
Office of the Registrar**
379 Belmont Road, Laconia, NH 03246
Phone: (603) 524-3207 Fax: (603) 524-8084
Email: lrcctr registrar@ccsnh.edu

The Family Education Rights & Privacy Act (FERPA) is a federal law which influences record keeping in most colleges and universities. It is popularly known as the "Buckley Amendment". The law requires that the educational records of students in colleges and universities receiving Department of Education funds remain confidential. The Buckley Amendment allows others to access a student's educational records only if the student consents.

**Students must present a photo ID with this form.
Forms submitted by fax or mail must include a copy of the student's photo ID.**

Name: _____ Student ID: _____

DOB: _____ Phone: _____

I authorize the designated staff at LRCC to release the following information:

CHECK ALL AREAS THAT APPLY

- Admissions
- General Academic Progress*
- Finances/Billing
- Financial Aid
- Housing
- Disciplinary/Judicial Information

***I understand this release of information does NOT allow access to the Student Information System (SIS) or grades, final grades or official transcripts.**

The following individual(s) have permission to discuss the information specified above:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

This authorization will remain in effect indefinitely, or until the student named above notifies the Registrar's Office directly. Changes to this form may be submitted in writing at any time.

Signature: _____ Date: _____