



P.O. Box 35009
Charlotte, NC 28235-5009

Student Information Release Authorization

In compliance with the federal Family Educational Rights and Privacy Act of 1974 and CPCC Policy 7.02 Student Records (Transcripts), Central Piedmont Community College (CPCC) is prohibited from providing certain information from your student records to a third party.

Students must present their CPCC student ID with this form. Forms may only be submitted by Third-Party Designee if presented with a copy of the student's CPCC ID.

A. Student Information

NAME (LAST, FIRST, MIDDLE) STUDENT ID

B. Time Period this Form is Valid

one time only current semester (Fall, Spring, or Summer) current school year (Aug 1 - July 31)

- If you wish to cancel this form early without adding new information, you will need to send an email from your CPCC student email account with your CPCC student ID number to records@cpcc.edu.
If you wish to make changes or add an additional third party, a new form will be required.

Check here if this form is replacing a Student Information Release Authorization currently on file.

C. Third-party Designee

NAME (LAST, FIRST, MIDDLE) DAYTIME PHONE

REASON FOR RELEASE

Information to be Released (check all that apply):

- Complaints regarding student conduct & relevant educational, academic, & financial information related to case #:
Records maintained by the Student Records Office, including academic history, transcripts, Grades/GPA, registration, student ID, academic progress status, and/or enrollment information
Financial Aid Information (FAFSA, Aid Status, Awards, Eligibility, Verification, Disbursements/Refunds, Satisfactory Academic Progress, Appeals)
Veterans Education Benefits (Academic Staus, Collection of Documentation)
Billing statements, charges, credits, payments, past due amount, and/or collection activity
Course attendance, class participation, assignment and examination grades, and/or classroom behavior
Others (please list specific records):

D. Certification

SIGNATURE OF STUDENT DATE

SIGNATURE OF COLLEGE OFFICIAL RECEIVING FORM PRINT NAME DATE