

**NORTHEAST TEXAS COMMUNITY COLLEGE**  
**CONSENT TO RELEASE EDUCATION RECORDS AND DIRECTORY INFORMATION**

**PLEASE CHECK THE APPROPRIATE BOX(ES):**

**CONSENT TO RELEASE EDUCATION RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA), protects personally identifiable information in student education records (such as the student's name, address, financial records, and grades) from disclosure without the student's signed, written consent unless such consent is not required by law. Students are not required to authorize disclosure of information from their education records. This consent form will allow officials at Northeast Texas Community College to release information specified by you to your parents, other individuals, and/or organizations identified by you on the form when written authorization is required. Please fill in the requested information below and return to the Registrar's office.

I, \_\_\_\_\_ (\_\_\_\_\_) consent to the disclosure of **any** personally identifiable  
Name Student ID  
information (written or verbally) from my education records to \_\_\_\_\_  
Print name of person/ organization

for reasons determined by Northeast Texas Community College as appropriate. This authorization will remain in effect for the 20\_\_ - 20\_\_ school year.

**HOLD/RELEASE DIRECTORY INFORMATION**

Certain information about College students has been designated as "Directory Information." This information is "contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed (1988 Final Regulations)." Directory information includes a student's name, local and permanent addresses, electronic mail addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height if a member of an athletic team, dates of attendance, degrees, awards and honors received (including criteria), and the most recent previous educational institution attended. Directory Information can be released to the public unless the student has completed a written request that his or her directory information not be made public. A currently enrolled student may request that his or her directory information not be made public by completing this section of the form and returning it to the Registrar's Office.

Name: \_\_\_\_\_ SocSec/Student ID# \_\_\_\_\_

- I want my directory information released upon request. **(Recommended)**
- I do not want my directory information released.
- I want my directory information released **only** to scholarship sponsors, honor programs, prospective employers, military recruiters, and other educational entities.

**PLEASE PRINT THIS FORM BEFORE YOU SIGN AND DATE IT.**

\_\_\_\_\_  
*Student Name (Please Print)*

\_\_\_\_\_  
*NTCC Student ID or SSN*

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

\_\_\_\_\_  
*Date*

**MAIL TO:**

The Registrar's Office • Northeast Texas Community College • P. O. Box 1307 • Mt. Pleasant, TX 75456-1307