OAKLAND COMMUNITY COLLEGE®

Authorization to Release Information

The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. Oakland Community College cannot release any personally identifiable information contained in a student's educational records without the prior written consent of the student. Spouses, relatives and parents are included in those restricted from free access to student information. (The law does grant certain privileges to parents of dependent children.) Students may grant a third-party access to selected personal information when said party is acting as an agent of that student as may be variously defined from time to time. The agent(s) identified below will be granted limited and restricted access guided by the discretion of the appropriate College Officer. Oakland Community College does not abrogate any of its rights, under this procedure, which permit denial of access to information deemed not appropriate in the instant circumstance.

I, (FULL NAME) _____ authorize Oakland Community College
to release information regarding my student account in whole or in part to the following individual(s).

FULL NAME (FIRST, MI, LAST)	RELATIONSHIP TO STUDENT	DRIVER'S LICENSE #	LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER (FINANCIAL ASSISTANCE ONLY)	BIRTHDAY
1.				
2.				
3.				

Student Signature _____   Student ID Number _____   Date _____

- If you no longer wish for the listed individual(s) to act as your personal representative, you must notify the College in writing.
- Valid government ID for both the student and the person indicated above is required for this form to be processed.

This form can be mailed to the address below or emailed to ces@oaklandcc.edu.
Oakland Community College • Auburn Hills Campus, Building K • 2900 Featherstone Road • Auburn Hills, MI 48326-2845
To deliver in person, take this form to the Enrollment Services Office at one of the five campus locations.
(For campus locations, go to **oaklandcc.edu/campuses/default.aspx**)

FOR OFFICE USE ONLY

Date Processed _____   By _____

Comments _____

Please Alert International Student Services of any F-1 Student Changes.