

NORTH GEORGIA COLLEGE & STATE UNIVERSITY
Authorization to Release Information to a Third Party

According to the Family Educational Rights and Privacy Act (FERPA), North Georgia College & State University may not release any information about a student (except for items considered Directory information) without written permission from the student.

This student requests that certain named information from his/her education record be available to the individual(s) listed below. The individuals listed may have access to this information until the student revokes permission.

The student may also grant access to two individuals by establishing an authorization code online in his/her Banner account. The student must log into Banner and follow these links to complete the online form: Student--Update Authorization to Release or Discuss Education Records. The student must give the FERPA Authorization Code to the individual(s) named on the form. When phoning NGCSU, both the individual's name and authorization code must be given in order for staff to verify identity and discuss certain information over the telephone.

If this form is submitted without establishing an Authorization code in Banner, only face-to-face access will be granted. Individuals named below must provide photo identification.

Information regarding FERPA is listed on the NGCSU Registrar Office's web site in the following location:

<http://www.northgeorgia.edu/ferpa/>

Please print. Completed forms must be submitted to the Registrar's Office.

Full Name _____
First Middle Last

ngcsulD# _____

Signature _____ Date _____

The following individual(s) may have access to my academic information.

Name	Access to what records (grades, schedule, etc.)	Date Access Granted

Office of the Registrar
 221 Price Memorial Hall
 Dahlonega, GA 30597
 706-864-1760