RETRACTION OF
AUTHORIZATION TO RELEASE INFORMATION

Please complete, sign and return to the “Student Welcome Center”.

The Family Education Rights and Privacy Act (FERPA) of 1974 is designated to protect the privacy of educational records, to establish the rights of students to inspect and review the educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Muskegon Community College’s procedures for complying with the provisions of this Act can be found in the college catalog or on the web at www.muskegoncc.edu. In accordance with FERPA, the College may not discuss your academic and/or financial information with your parents, spouse, or guardian.

By completing and signing this form, you authorize Muskegon Community College to retract your previous “Authorization to Release Information” with your designee (parent, spouse, partner, relative, guardian, etc.).

STUDENT NAME (Please Print): ______________________________ MCC ID NUMBER:_________________

MCC EMAIL ADDRESS: __________________________________________ PHONE NUMBER: _______________

☐ CANCEL RELEASE TO

FULL NAME (FIRST, MI, LAST) RELATIONSHIP TO STUDENT

1. __________________________________________________________

2. __________________________________________________________

3. __________________________________________________________

_________________________________________ ___________________________
Print Name Student Signature Date

OFFICE USE ONLY

RECEIVED BY: _________________________ OFFICE: _______________ DATE: _______________ 

☐ Checked Student ID

(Registrar’s Office Revised 01/27/11)