RETRACTION OF
AUTHORIZATION TO RELEASE INFORMATION

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:___________________

☐ 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

09/16/09