Muskegon Community College

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