



Muskegon
Community College

**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)