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SOCIAL SECURITY NUMBER

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MPC STUDENT'S ID NUMBER

## 2023—2024 Student Authorization For Access by Designee

Use ink only.

_____	_____	_____
Last Name	First Name	MI

**FERPA Notice:**

The Family Educational Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their educational records, including requests for information from their parents, guardians, or others as designated by the student. Without a student's written consent, Student Financial Services may not disclose information from a student's educational records to outside third parties. Students who wish to provide a **standing release** to allow Student Financial Services to disclose information from their educational record need to complete the following declaration.

There can only be one designee per form. **Form must be submitted in person, by student, with a copy of student's and designee's official photo I.D.**

I, \_\_\_\_\_, hereby declare that Monterey Peninsula College Student Financial Services may release information to the following designee and only in the manner chosen below. I understand that I must provide the designee with my Student ID number. Designee must have this number to gain access to information.

Designee's Name: \_\_\_\_\_

Designee's E-mail: \_\_\_\_\_

Designee's last 4 digits of SSN: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please indicate the relationship of the designee:

Parent  Spouse  Guardian  Other: Please indicate relationship: \_\_\_\_\_

Please indicate the access level granted:

All Access (grants the designee the right to provide and receive documentation and/or verbal information for student either by email, telephone and/or in-person)

Receive verbal informational (grants designee the right to provide and receive verbal information only, either by email, telephone and/or in-person)

I understand that this release is in effect until the end of the academic year, or if revoked in writing by me, the student.

_____	_____
Student's Signature	Date