



Office of the Registrar
379 Belmont Road
Laconia, NH 03246
Phone: (603) 524-3207
Fax (603) 524-8084

RELEASE OF STUDENT INFORMATION

The Family Education Rights & Privacy Act (FERPA) is a federal law which influences record keeping in most colleges and universities. It is popularly known as the "Buckley Amendment". The law requires that the educational records of students in colleges and universities receiving Department of Education funds remain confidential. The Buckley Amendment allows others to access a student's educational records only if the student consents.

**Students must present a photo ID with this form.
Forms submitted by fax or mail must include a copy of the student's photo ID.**

Name: _____ Student ID# OR last 4# of SS# _____

DOB: _____ Phone # _____

Mailing Address: _____
Street City State Zip

I authorize the designated staff at LRCC to release the following information:

CHECK ALL AREAS THAT APPLY

- Admissions Office
- Grades
- General Academic Progress
- Finances/Billing
- Financial Aid

The following individual(s) have permission to discuss the information specified above:

Name: _____ Phone: _____ Relationship: _____

Name: _____ Phone: _____ Relationship: _____

This authorization will remain in effect indefinitely, or until the student named above notifies the Registrar's Office directly. Changes to this form may be submitted in writing at any time.

I understand that this release of information does NOT allow access to the Student Information System (Student Records via the Internet) or Official Transcripts.

Signature: _____ Date: _____

Office Use Only
 - Student w/photo ID submitted form
 - Received via fax or mail with a copy the student's photo ID
Received by _____
Date Processed _____