



Student Records
Release of Information

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to the student's education records. MCLA cannot release any academic information, including grades and academic standing, to anyone but you, the student. If you would like to allow us to share academic information with a parent, guardian, spouse, other relative, faculty, staff or athletic coach, please complete and sign below.

This release shall be effective from _____ through _____.
MM/DD/YY MM/DD/YY

I may rescind this authorization at any time by submitting a written request to the Office of Student Records.

I, _____, authorize the Office of Student Records at MCLA to discuss my academic record with the following person/people listed below.

The following people are authorized the receive information regarding my academic record:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Signed _____ A# _____

Date _____



Please return this form to:
MCLA
Office of Student Records
375 Church Street
North Adams, MA 01247
Fax: 413-662-5095