

San Juan College
Student's Authorization to Release Records

The Family Rights and Privacy Act (1974) grants specific rights to students and regulates how institutions must handle educational records, including grades. FERPA gives students rights to see their records and protects against disclosures of certain information without the student's consent.

I understand that San Juan College will keep my educational records confidential unless I specifically request information released. By completing and signing this form, I hereby authorize San Juan College to release/share information about my educational record.

Student Information – Please print legibly

| | |
|-----------------|------------------------|
| _____ | _____ |
| Student Name | Social Security Number |
| _____ | (_____)_____ |
| Mailing Address | Phone Number |
| _____ | _____ |
| City, State | Zip Code |

The name of the individual/organization that SJC is authorized to release/share information about my educational records is listed below.

#1

| | | |
|-----------------|-----------|-------------------------------|
| _____ | _____ | _____ |
| First Name | Last Name | Business Name (if applicable) |
| _____ | _____ | (_____)_____ |
| Mailing Address | | Phone Number |
| _____ | | _____ |
| City, State | | Zip |

#2

| | | |
|-----------------|-----------|-------------------------------|
| _____ | _____ | _____ |
| First Name | Last Name | Business Name (if applicable) |
| _____ | _____ | (_____)_____ |
| Mailing Address | | Phone Number |
| _____ | | _____ |
| City, State | | Zip |

This authorization is effective until revoked by me in writing.

| | |
|---------------------|-------|
| _____ | _____ |
| Student's Signature | Date |

If the release is for general academic records information (transcript, date of acceptance, etc) this form should be returned to: Office of Admissions & Records, San Juan College, 4601 College Blvd, Farmington, NM 87402, 505 566-3479. If the release is for reference information from a SJC faculty member, this completed form should be provided directly to the faculty member.