



**Mississippi College**  
A CHRISTIAN UNIVERSITY

Office of the Registrar  
Box 4028 | 20 Nelson Hall  
Clinton, MS 39058  
601-925-3210  
Registrar@mc.edu  
www.mc.edu/offices/registrar

**Instructions:**

1. Complete Steps 1 – 5 being sure to read all information before signing.
2. In Step 3, the student can provide an "Authentication Code Word" for each individual. This word can be random but should be limited to one word. The student will need to give this word only to the individual authorized to access records as a method to authenticate their identity.
3. Forms delivered in person must be submitted with a photo ID. Forms mailed, faxed or emailed will need to have the signature notarized. Emailed forms must come through a valid MC email address.

**Authorization to Release Information**

**Step 1: Student Information**

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
MC ID: \_\_\_\_\_

**Step 2: Level of Access**

- Consent for FULL ACCESS to academic records including grades and attendance, personal health information, disciplinary records, and business office/financial records. (Full access does not give authority to make changes to the student's educational record.)
- Consent for LIMITED ACCESS to the following: (Limited access does not give authority to make changes to the student's educational record.)
  - Academic Records including grades and attendance
  - Personal health information
  - Disciplinary records
  - Business Office/Financial Records
  - Other: \_\_\_\_\_

**Step 3: Names of Individual(s) or agency to whom access to records may be provided**

Name	Relationship to Student	Authentication Code Word
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Step 4: Authorization Expiration**

- One Time Use: This authorization can be used only once.
- Limited Use: This authorization expires on \_\_\_\_\_.
- Long Term use: This authorization will remain in effect until I withdraw this authorization in writing, or until I have departed Mississippi College and am no longer an active student. (A new form must be submitted each time the student is readmitted to the college)

**Step 5: Signature**

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA) also called the Buckley Amendment, applies to any institution of higher education receiving federal aid. This Act contains detailed requirements regarding the maintenance and disclosure of student records. Records protected by this regulation cannot be provided to parents, legal guardians or others unless students so authorize. I hereby waive all provisions of the law and privilege relating to the records described in this disclosure. I may revoke this consent at any time by providing written notice to the Office of the Registrar. This consent is also revoked when I am no longer an active student and a new form must be submitted each time I am readmitted. The person or agency receiving this information may not disclose the information received as a result of this disclosure unless specifically authorized.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date