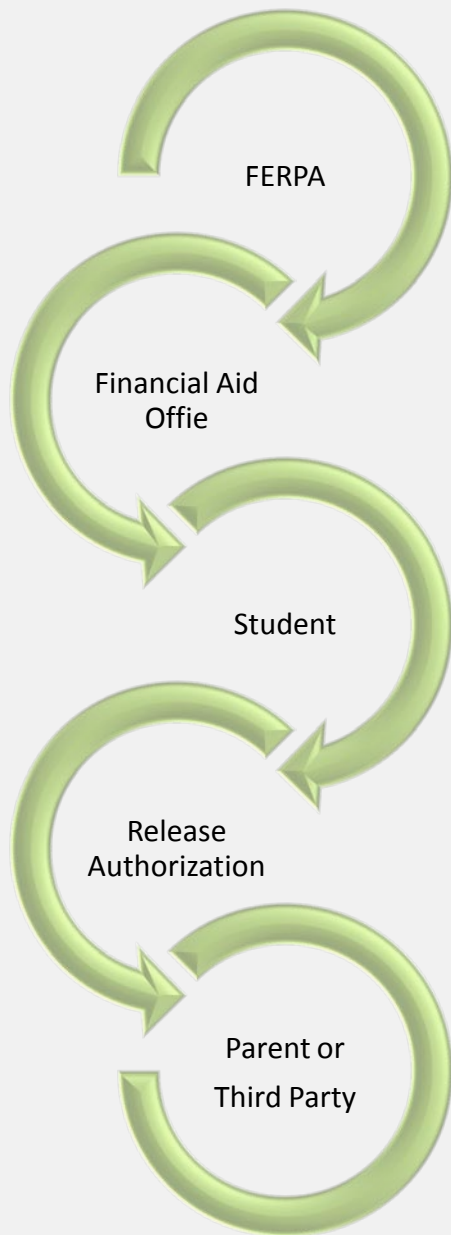


Privacy Release Information



Privacy Policy

The Family Education Rights and Privacy Act (FERPA) extends students the right to inspect and review their financial aid records. For your protection, FERPA limits release of this information without your consent and written authorization.

When you visit or call the Financial Aid Office, you will be asked to confirm your identity before we can discuss your financial aid records with you.

Keep your Student ID card with you. To confirm your identity; you will need to show your card every time you visit the Financial Aid Office and provide your ID number (A#) every time you call.

The Student Information Release Authorization form authorizes us to release information about your records to persons you designate by assigning a personal FERPA code.

Anyone who calls on your behalf must be listed on your written release authorization form. They will be asked to provide your Student ID number and their personal FERPA code before we can discuss your information with them.

You may print a Student Information Release Authorization form here:

<http://www.mscc.edu/WebForms/ReleaseInformationForm.pdf>

Submit completed forms to the Student Affairs Office, Crouch Center: Room 2004.

For additional information about [FERPA](#),

visit the U.S. Department of Education website at www.ed.gov.