



**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. 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**