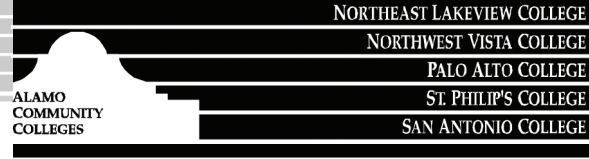


# Transcripts/Third Party Release Form



## STUDENT AUTHORIZATION FORM TRANSCRIPTS / LETTERS OF ENROLLMENT

To comply with FERPA regulations, Transcripts and Letters of Enrollment may only be released to the student of record. If anyone other than the student (third party) plans to pick up these records from the Welcome Center, the following actions must be taken:

- The student must complete the Official Transcript or Letter of Enrollment Request Form.
- The student must complete this authorization form and submit it with the request form.
- The student must acknowledge below that records will not be released without an official PHOTO ID.

### THIRD PARTY INFORMATION PLEASE PRINT CLEARLY. ALL SECTIONS MUST BE COMPLETED.

I, \_\_\_\_\_, authorize (Northeast Lakeview College, Palo Alto College, Northwest Vista College, San Antonio College or St. Philip's College) to release my transcript or letter of enrollment to the individual named below. In accordance with FERPA regulations, you may release my records only after this individual has satisfied your ID requirements.

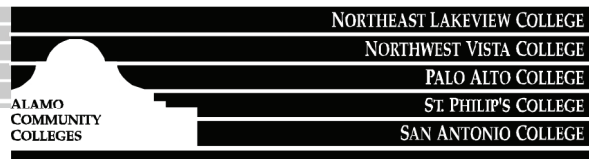
LAST NAME	FIRST/MIDDLE NAME	SSN:        /        /
ADDRESS:		
CITY/STATE:	ZIP CODE:	DL # OR OTHER VALID ID #

I understand that this form does not serve as a standing order and that I will have to submit a new form each time I request a third party to pick up my records.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Alamo Community College District is an EOE. For any special accommodations or an alternate format, contact the Title IV Coordinator at (210) 208-8051.

# Transcripts/Third Party Release Form



## STUDENT AUTHORIZATION FORM TRANSCRIPTS / LETTERS OF ENROLLMENT

To comply with FERPA regulations, Transcripts and Letters of Enrollment may only be released to the student of record. If anyone other than the student (third party) plans to pick up these records from the Welcome Center, the following actions must be taken:

- The student must complete the Official Transcript or Letter of Enrollment Request Form.
- The student must complete this authorization form and submit it with the request form.
- The student must acknowledge below that records will not be released without an official PHOTO ID.

### THIRD PARTY INFORMATION PLEASE PRINT CLEARLY. ALL SECTIONS MUST BE COMPLETED.

I, \_\_\_\_\_, authorize (Northeast Lakeview College, Palo Alto College, Northwest Vista College, San Antonio College or St. Philip's College) to release my transcript or letter of enrollment to the individual named below. In accordance with FERPA regulations, you may release my records only after this individual has satisfied your ID requirements.

LAST NAME	FIRST/MIDDLE NAME	SSN:        /        /
ADDRESS:		
CITY/STATE:	ZIP CODE:	DL # OR OTHER VALID ID #

I understand that this form does not serve as a standing order and that I will have to submit a new form each time I request a third party to pick up my records.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The Alamo Community College District is an EOE. For any special accommodations or an alternate format, contact the Title IV Coordinator at (210) 208-8051.