



Authorization to Release Educational Records

The academic, financial and non-directory information on your student account is confidential and protected by the Family Educational Rights & Privacy Act (FERPA). FERPA is also known as the Buckley Amendment, Statute 20 U.S.C. § 1232(g), regulations 34 CFR Part 99. We cannot release certain information to another person without your written authorization. This form will allow appropriate offices to release specific information about you to the person(s) you designate below.

I, _____, hereby voluntarily authorize officials in the Lone Star College System to disclose personally identifiable information from my educational records.

Specifically, I authorize disclosure of the following information or category of information (please check the box or boxes that apply):

- All Educational Records (includes all records listed):
- Grades/Transcripts
- Financial Aid
- Disciplinary Records
- Photographs
- Other (please specify): _____
- Scholarship and/or Honors
- Date of Birth
- Medical Records
- Social Security Number
- Academic Records

Purpose/Reason for Release (check all that apply):

- Financial Assistance
- Employment
- Other (Please Specify): _____
- Scholarship
- Insurance

This information may be released to:

(Print Name)	(Print Name)
(Full Address)	(Full Address)
(Phone)	(Phone)
(Fax)	(Fax)
(E-mail Address)	(E-mail Address)

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. This authorization will remain in effect from the date it is executed until revoked by me, in writing, and delivered to one of the Lone Star College System locations.

Student Name (please print) _____

Student I.D. Number _____

Student Signature _____

Date _____

Deliver by mail, fax, or in person to one of the following colleges:

- LSC-CyFair**
Student Services
9191 Barker Cypress Rd.
Cypress, TX 77433
Fax: 281.290.5286
- LSC-Kingwood**
Student Services
20000 Kingwood Dr.
Kingwood, TX 77339
Fax: 281.312.1477
- LSC-Montgomery**
Student Services
3200 College Park Dr.
Conroe, TX 77384
Fax: 936.273.7234
- LSC-North Harris**
Student Services
2700 W.W. Thorne Dr.
Houston, TX 77073
Fax: 281.618.7141
- LSC-Tomball**
Student Services
30555 Tomball Pkwy.
Tomball, TX 77375
Fax: 281.357.3680

For Office Use Only - Release Authorization Entered	
Student Services Representative _____	Date _____

Original: Student Information Services – LSC-University Park