

McHenry County College
Authorization for Release of Education Records

This form is to be completed in-person with a photo ID in the Registration and Records office (A258). It can also be emailed from the student's MCC account with an attached photo ID to mymcc@mchenry.edu.

I, _____, authorize McHenry County College, 8900 U.S.
STUDENT NAME (PLEASE PRINT)

Hwy 14, Crystal Lake, IL, to release my confidential education records to: (must be specific individual (s))

I understand that I may limit this authorization to the specific education records or portions of education records as designated below. Please check all that apply.

RECORDS TO BE RELEASED:

- | | |
|---|---|
| <input type="checkbox"/> GRADES (In Person with Photo ID) | <input type="checkbox"/> STUDENT SCHEDULE (In Person with Photo ID) |
| <input type="checkbox"/> TUITION AND FEES | <input type="checkbox"/> PROGRESS IN CURRENTLY ENROLLED COURSES |
| <input type="checkbox"/> FINANCIAL AID INFORMATION | <input type="checkbox"/> STUDENT CONDUCT |
| <input type="checkbox"/> ACCESS AND DISABILITY SERVICES INFORMATION | <input type="checkbox"/> OTHER _____ |

I understand that this authorization remains in effect for five (5) years as of the date on this authorization form unless otherwise revoked by me in writing. **I understand that this form does not allow the above-named individuals to make changes to demographic records, including, but not limited to, usernames or passwords.**

Student I.D. # _____ Date of Birth: _____ Phone # _____

STUDENT

DATE

AUTHORIZED REGISTRATION OFFICE DESIGNEE

MCC will not release to any individual or agency, nor permit access to, the educational records of a student, other than directory information, without the student's written request. The following student information is designated as "**Directory Information**" and may be disclosed or released by MCC at its discretion:

- name
- hometown
- major field of study
- image
- dates of attendance
- enrollment status
- degrees and awards received
- the most recent educational agency or institution attended by the student
- participation in officially recognized activities and sports
- height and weight of members of athletic teams

To have all directory information withheld, the student must give written notice, in person, to the Office of Registration and Records.

Limits of Confidentiality

No information will be released outside McHenry County College to anyone without your written authorization except under unusual circumstances as listed below.

1. If you make a serious threat to harm yourself or another person, the law requires the college to act to protect you or that other person. This usually means telling others about the threat.
2. If a court of law orders the release of information, we are bound to comply with such an order.