



Records Office
1601 Washington Road, Room A112
Westminster, MD 21157
410-386-8440 records@carrollcc.edu

Permission to Release Educational Record Information

The Family Educational Rights and Privacy Act (FERPA) prohibits the College from releasing any student educational record information to a third party without the student's written permission. By signing this form the student agrees that the College may release the following educational record information at the request of the indicated designee:

- Account/Billing information
Financial Aid information (allowed in person only, with photo identification: eligibility status, award types, amounts, disbursement dates)
Final course grades
Schedule

I, (Printed Student Name), give permission for Carroll Community College to release the above information, upon request, to my designee(s): (Designee Names)

This release form is good for three (3) years from the date below or until the end of (Year/Term, if less than 3 Years)

Student Signature Date
Carroll Identification Number

This form must be presented by the student in A112 or emailed from the student's Carroll email account.

Transcripts may be requested by the student only. Our primary transcript provider is Parchment. Documents are sent immediately upon request (be sure grades and/or degree have been posted prior to requesting). \$7.00 fee applies for all official and unofficial transcripts. Directions: www.carrollcc.edu/transcript

The College will not initiate a release of educational record information; the designee must request the information in person with photo ID. Please note: for dual students only, mid-term grade and final grade reports are automatically sent to the high school guidance office. Unofficial transcripts are mailed to dual students at the end of each term.

The College may release directory information to third parties. Directory Information includes the following: student's name, dates of attendance (i.e. registered in which terms), enrollment status (full-time vs. part-time) major field of study, participation in college-recognized activities, intramural sports, degrees, awards received and hometown. Please note: Only Directory Information may be provided by phone.

Information will be forwarded to you at the request of the student with the understanding that it will not be released to other parties. The Family Educational Rights and Privacy Act of 1974, as amended, prohibits release of this information without the student's written consent. Please return this material to us if you are unable to comply with this condition of release.

For Office Use Only: Action taken by: Date:

## Canvas

Carroll professors utilize Canvas, an online learning tool, to assist students, present resources, and give feedback on class performance. **Viewing this tool with your student will provide information about your student's academic progress.**

## FERPA

Carroll Community College follows The Family Educational Rights and Privacy Act (FERPA) and will keep student educational records private, regardless of the student's age. Students may authorize us to release the specific information indicated on the reverse side of this form. Note that the information we may release (see bullets) is very limited. The best way to keep up to date with the student's daily or term progress is through Canvas.

## Final Grades

The College does not automatically mail grades at the end of the term. Students may view their grades via [www.carrollcc.edu/MyCarroll](http://www.carrollcc.edu/MyCarroll). Select Lynx Student Portal.

**Student Lynx Portal:** [www.carrollcc.edu/MyCarroll](http://www.carrollcc.edu/MyCarroll)

Online registration and student services are provided to students via Lynx Student Portal. Current students may register (if in good standing), print schedules, map progress (via Student Planning), and view grades.

New students gain access to Lynx Student Portal within 24 hours of application.

