**Instructions for Completing Authorization for “Release of Student Information” Online Form**

Please read all Instructions prior to completing and sending this form. This form is to be completed entirely by the student and emailed to [fieldsj@sandhills.edu](mailto:fieldsj@sandhills.edu) from the students SCC email account only. Jennifer Fields will then distribute the form to the appropriate departments.

**Section I:**

1. Type Name (Last, First, Middle or Maiden Name if appropriate)
2. SCC Student I.D. Number
3. Date of Birth: (Month, Day, Year)
4. Purpose of Disclosure: Check one of four options.
5. Check specific records that you are requesting the college to share, or check “All Records”. If “Other” is checked – provide explanation. This form is not used for information regarding disability services. Please contact Shalishah Russell at [russells@sandhills.edu](mailto:russells@sandhills.edu) for more information on ADA services.
6. Complete information requested for person(s) you are authorizing information to be released to as indicated. ***Must have last four digits of social and date of birth.***
7. If you are requesting Academic Information (Grades): Parent or third party listed in Section II will contact fieldsj@sandhills.edu to obtain academic information. Do not contact professor/instructor.
8. Send to Jennifer Fields, [fieldsj@sandhills.edu](mailto:fieldsj@sandhills.edu) through your SCC student email account. Sending this through your SCC email will serve as your “signature” for the form. If it is sent through any other email, other than your SCC email, it will not be considered official and will not be honored.

For financial aid questions, please email Sarah Frick, fricks@sandhills.edu. For any other questions, email Jennifer Fields, fieldsj@sandhills.edu.

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