

## REQUEST For STUDENT RECORDS

**Disclosure of Student Record Information.** The Family Educational Rights and Privacy Act (FERPA) [20 U.S.C. §1232(g)] affords students the right to written consent to the disclosure of student record information, except to the extent FERPA authorizes disclosure without the student's consent. Some examples of disclosure without the student's consent are: (1) To school officials determined by PIHMA to have a legitimate educational interest to view student records in order to fulfill his or her professional responsibility, (2) To schools at which the student seeks to enroll, (3) To an institution providing financial aid to the student, and (4) To accrediting organizations (for accrediting purposes).

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Please initial the appropriate records request below:

<p><b>*Pre-Graduation Verification Form &amp; official college transcript being sent to NCCAOM for certification exams</b></p> <p>\$23.00</p> <p>Initials: _____</p>	<p><b>*Official college transcript only.</b> First request for official and any request for unofficial are free.</p> <p>\$10.00</p> <p>Initials: _____</p>	<p><b>*Notarized copy of college diploma.</b></p> <p>\$15.00</p> <p>Initials: _____</p>
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\*Financial obligations must be met for release of official documents.

*Please send transcript /records to the locations indicated by the check mark:*

NCCAOM; 76 South Laura St, Suite #1290; Jacksonville, Florida 32202

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Student has met financial obligations

Accounting Office Signature \_\_\_\_\_ Date: \_\_\_\_\_