

## ADMISSIONS AND RECORDS

### AUTHORIZATION TO RELEASE OFFICIAL TRANSCRIPTS AND/ OR VERIFICATIONS

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Transcripts or verifications can only be released to third party with an Authorization to Release Information Form signed by the student (per transaction).

#### Student Information:

Name of Student \_\_\_\_\_  
*Last Name* *First Name* *Mi*

Student ID Number: \_\_\_\_\_

LACCD Email: \_\_\_\_\_

#### Authorization:

I authorize Los Angeles Pierce College Admissions and Records Office to release the official documents indicated below to the following authorized person *presenting valid and original identification*.

Name of Authorized Person \_\_\_\_\_  
*Last Name* *First Name* *Mi*

I am requesting to release the following Official Documents:

Transcripts

Enrollment Verification

The above information may be released with my full consent. I understand that the information will not be released if I have any fees and/or obligations with Los Angeles Community College District.

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

#### FOR ADMISSIONS AND RECORDS USE:

Received by: \_\_\_\_\_ Original valid ID verified by: \_\_\_\_\_ Date: \_\_\_\_\_