



# NEW YORK CITY COLLEGE OF TECHNOLOGY

Office of the Registrar  
300 Jay Street, Brooklyn, NY 11201  
Tel: (718) 260-5800

## FERPA AUTHORIZATION FORM

This form allows students to grant third parties, including parents, access to their educational records maintained by New York City College of Technology(CUNY). The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student. A description of a student's rights under FERPA is set forth in more detail in the college catalog. **Please upload the completed form along with a copy of a photo-ID to [Registrar Portal](#)**

**\*Acceptable photo IDs include Drivers' Licenses or your NYCCT Student ID Card \***

### STUDENT INFORMATION

Name: Last	First	MI	EMPLID (CUNYfirst ID)
@mail.citytech.cuny.edu			
Campus Email Address		Day Phone	

### AUTHORIZED INDIVIDUAL

These records indicated below should be released to the following person/agency

Name: Last	First	MI	Relationship to student
Current Street Address			Day Phone
City	State	Zip	Email Address

### RECORD AUTHORIZATION

I, the undersigned, hereby authorize New York City College of Technology of The City University of New York, to:

Grant permission     Revoke permission    as of (Date): \_\_\_\_\_

For the following educational records and information to the authorized individual indicated on this form.

- Academic records (attendance, class schedule, GPA, grades, graduation status, etc.)
- Financial Aid (FAFSA information, financial aid award, holds, disbursements, etc.)
- Student Financial Account (bills, payments and refunds, etc.)
- Other (please specify): \_\_\_\_\_

These records are being released for the purpose of: \_\_\_\_\_

### SIGNATURE

**This authorization will not expire or change until a new FERPA Authorization Form is submitted.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

#### REGISTRAR USE ONLY

PROCESSED BY	
INITIAL:	
DATE:	

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_