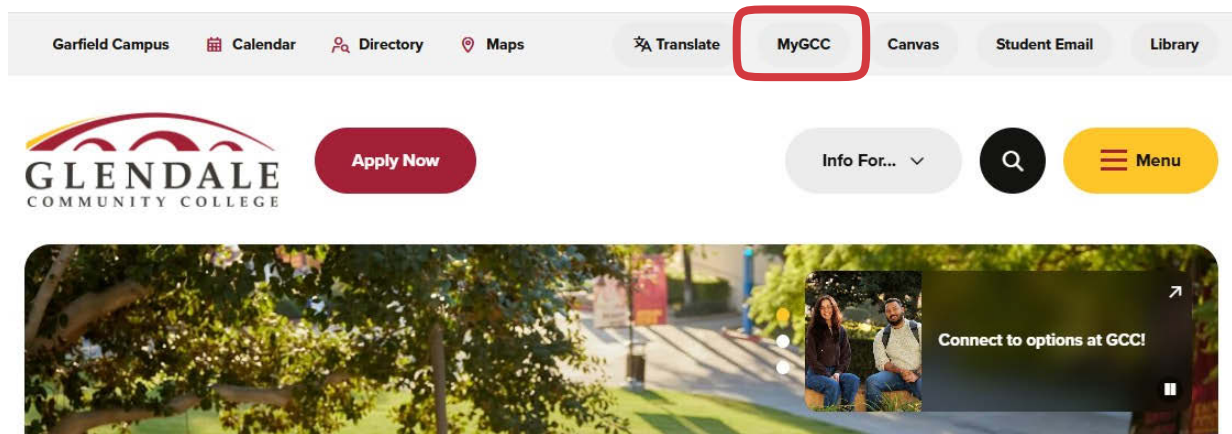


How to Authorize Release of Information at Glendale Community College

STEP 1

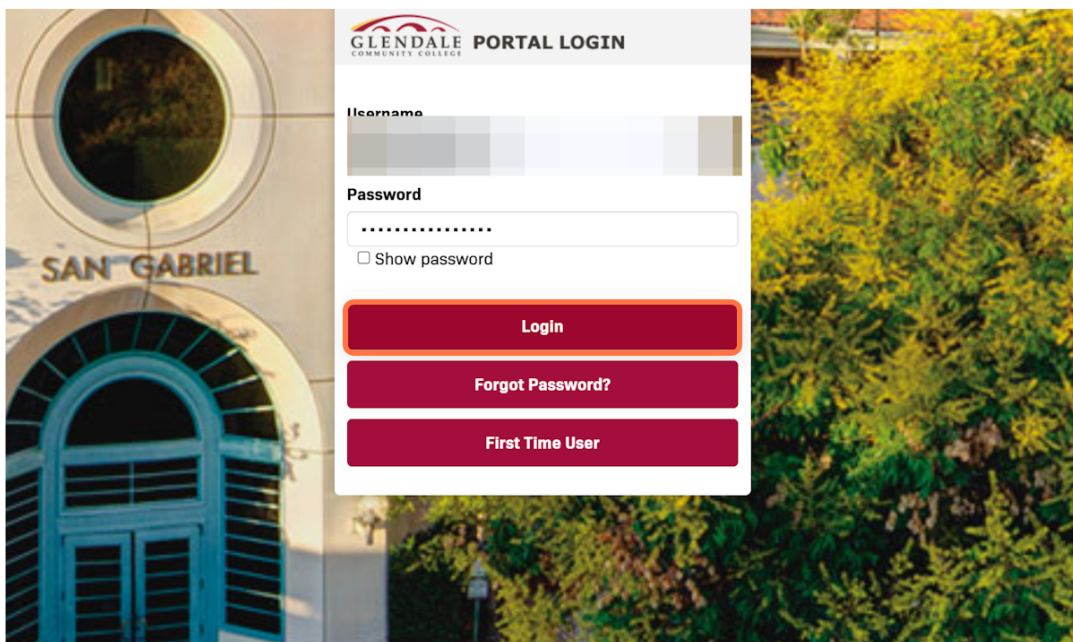
Click on MyGCC

 **Glendale Community College | Home**



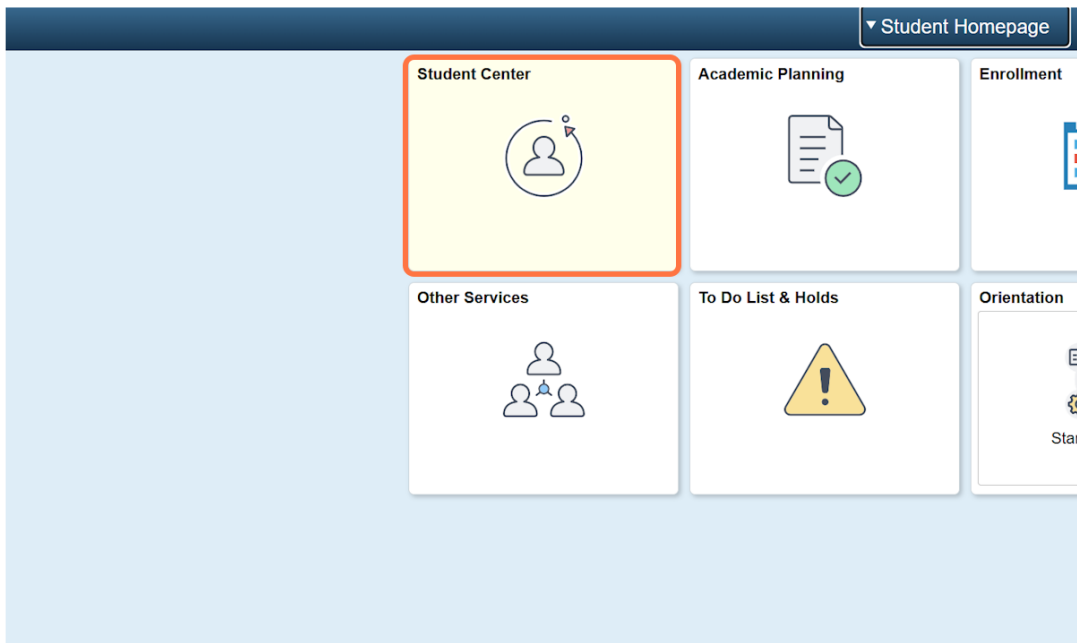
STEP 2

Log in with your student's information



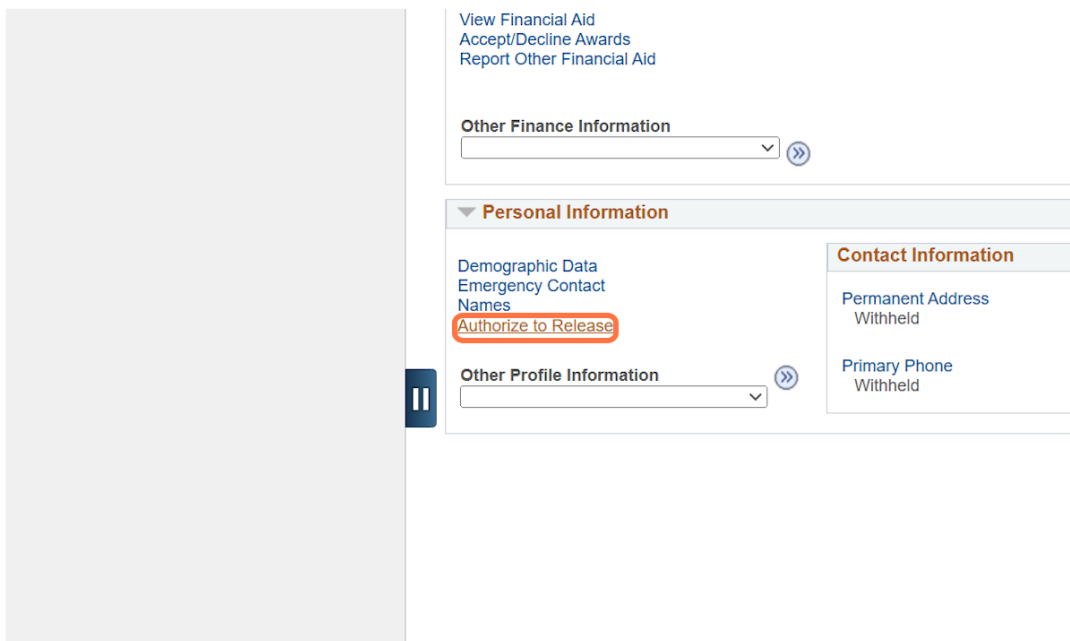
STEP 3

Click on Student Center



STEP 4

Click on Authorize to Release



STEP 5

This is the FERPA Form - the student will use to grant third-party members' access.

Create an Authorization to Release

Your student records which are maintained by Glendale Community College are protected under the [Family Educational Rights and Privacy Act \(FERPA\)](#). FERPA gives you the right to provide consent to disclosures of your education records to third parties, such as your parents, guardian, sponsor, etc.

Upon completing the form below, you are authorizing any of the following departments: Admissions and Records, Financial Aid, and etc., to share your records with your third-party designee(s). Granting access to one office does not grant access to the other offices.

Admissions and Records: may release academic record information, such as grades, enrollment, progress toward degree, academic standing, etc.

Financial Aid Office: may release financial aid information, including student account activity, awards and disbursements, status, and enrollment and academic data related to your eligibility for financial aid.

Adding or modifying a third-party designee:

- Enter the third-party designee's first and last name
- Create a 5-digit access code for the third-party designee and share it only with that person
- You can modify a third-party designee's access by marking or unmarking the checkboxes below
- To add a third-party designee, click the "+" button
- Click the "Save" button to save your entries and/or changes

Before your student information may be released, your third-party designee will be required to:

- Identify themselves with government issued documentation such as driver's license when in person
- Provide your student name and ID
- Provide their access code to confirm they are your authorized designee

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Student: Phung Liu ID: 1020580

Authorized Records to be Released to

*First Name: [] *Last Name: [] *Access Code: [] Expiration Date: []

	*Department	*Records to Release	*Purpose of Release
1	[]	[]	[]

Save **Cancel**

STEP 6

Type the First Name of your Designee in this area

Authorized Records to be Released to

• Identify themselves with government issued documentation such as driver's license
• Provide your student name and ID
• Provide their access code to confirm they are your authorized designee

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Authorized Records to be Released to

*First Name: **John** *Last Name: [] *Access Code: [] Expiration Date: []

	*Department	*Records to Release	*Purpose of Release
1	[]	[]	[]

STEP 7

Type the Last Name of your Designee in this area

- Identify themselves with government issued documentation such as driver's license when in person
- Provide your student name and ID
- Provide their access code to confirm they are your authorized designee

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Authorized Records to be Released to Find First

*First Name John *Last Name **Doe** *Access Code Expiration Date

	*Department	*Records to Release	*Purpose of Release
1			

STEP 8

Enter a 5-digit number in this area

Identify themselves with government issued documentation such as driver's license when in person

Provide your student name and ID

Provide their access code to confirm they are your authorized designee

Do not share this information with anyone other than your authorized designee.

If you are not a currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

to be Released to Find First 1 of 1 Last

*Last Name Doe *Access Code **51564** Expiration Date

ent	*Records to Release	*Purpose of Release

This code is required each time you and your authorized designee contacts the Financial Aid Office to request information. Keep your access code secure and do not share it with anyone who is not listed as an authorized designee on your FERPA Release form.

STEP 9

Click on that button, a calendar will appear

Authorized designee

Authorized designee.

Your third-party designee may no longer be valid.

Assign your Record(s) to your Designee

Find First 1 of 1 Last

*Access Code 51564 Expiration Date  + -

Personalize Find   First 1 of 1 Last

Release *Purpose of Release

  + -

STEP 10

Select the expiration date

4 Expiration Date  + -

e Find   First

*Purpose of Release

Go To 

Calendar

January 2025

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Current Date

STEP 11

Click on the magnifying glass for 'Department'

If you are not a currently enrolled student, access granted to your third-party designee may require a driver's license when in person.

Authorization to Release your Record(s) to your Designee

Authorized Records to be Released to

*First Name *Last Name *Access Code E:

[Personalize](#) | [Find](#)

	*Department	*Records to Release	*Purpose of Release
1			

STEP 12

Click on the department you want to grant access to

Designee will be required to:

as driver's license when in person

signee

ee.

designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

[Personalize](#) | [Find](#) | [Print](#) | [Grid](#) | [First](#) | [1 of 1](#) | [Last](#)

de Expiration Date   

[Personalize](#) | [Find](#) | [Print](#) | [Grid](#) | [First](#) | [1 of 1](#) | [Last](#)

*Purpose of Release

Look Up Department

[Cancel](#) [Help](#)

Search Results

View 100 First  1 of 1  Last

Department

STEP 13

Click on the magnifying glass for 'Records to Release'

currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Records to be Released to Find First 1 of 1 Last

John *Last Name Doe *Access Code 51564 Expiration Date 01/31/2025

Personalize Find First 1 of 1 Last

*Department	*Records to Release	*Purpose of Release
Financial Aid		

Cancel Go To

STEP 14

Select the record you want to grant

it only with that person
marking the checkboxes below

designee *will be required to:*
such as driver's license when in person
designee
signee.
party designee may no longer be valid.

Record(s) to your Designee

Find First 1 of 1 Last

Code 51564 Expiration Date 01/31/2025

Personalize Find First 1 of 1 Last

*Purpose of Release

Look Up Records to Release Help

Cancel

Search Results

View 100 First 1-3 of 3 Last

Records to Be Released

- Application Status - FAFSA/CADAA
- Award, Bank Mobile and Disbursement
- Status - Appeals, Documents, SAP, Verification

STEP 15

Type in the reason why you want to grant this person access to this record

Access code to confirm they are your authorized designee

Information with anyone other than your authorized designee.

Currently enrolled student, access granted to your third-party designee may no longer be valid.

Authorization to Release your Record(s) to your Designee

Records to be Released to Find First 1 of 1 Last

*Last Name Doe *Access Code 51564 Expiration Date 01/31/2025

Personalize Find First 1 of 1 Last

Record	*Records to Release	*Purpose of Release
Application Status - FAFSA/CADAA	Parent wants to know	

Cancel Go To

STEP 16

Repeat steps 12 to 16 to add more records you want your designee to have. To do this make sure to click [+] next to the 'i'

STEP 17

Click [+] if you want to add more designee to have access. Remember to

STEP 18

Click on Save once you are done.

				Personalize
	*Department		*Records to Release	*
1	Financial Aid 		Application Status - FAFSA/CADAA 	Parent want

Save Cancel