AUTHORIZATION TO RELEASE
STUDENT INFORMATION

I ______________________________________ (NTC ID#): ___________________ hereby authorize Northwest Technical College
to release and/or orally discuss the education records described below about me to: (print names of parents,
guardians, individuals or organization)

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The specific records covered by this release are (select checkbox(s)):

- [ ] Student conduct records (including drug and alcohol records)
- [ ] Advising records
- [ ] Disabilities Services records
- [ ] Student billing and financial aid
- [ ] Grade reports (at end of semester)
- [ ] Housing (charges, credits, and itemized damage charges)
- [ ] Immigration status
- [ ] Application process
- [ ] Registration (number of credit hours, add/drops)

I understand that the student records information listed above includes information which is classified as my
understand that by signing this Informed Consent Form, I am authorizing Northwest Technical College to
release to the persons named above and their representative's information which would otherwise be private
and not accessible to them.

I understand that, at my request, Northwest Technical College must provide me with a copy of any
educational records it releases to the persons named above pursuant to this consent. I understand that I am
not legally obligated to provide this information and that I may revoke this consent at any time. This consent
expires after one year or until I withdraw my consent, whichever comes first. A photocopy of this
authorization may be used in the same manner and with the same effect as the original documents.

I am giving this consent freely and voluntarily and I understand the consequences of my giving this consent.

Student Signature: ___________________________________________  Dated: ___________________  (Effective for one year after date)

Return to: Records Office
Northwest Technical College, 905 Grant Avenue SE, Bemidji, MN 56601-4907

‡ Minnesota State Colleges & Universities ‡
218-333-6647 / Fax: 218-333-6697 / 905 Grant Avenue SE, Bemidji, MN 56601-2699
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