

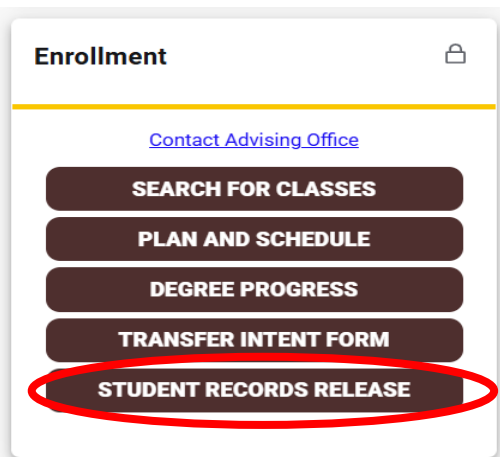
Student Records Release

The privacy of student records is protected by federal law, known as the Family Educational Rights and Privacy Act (FERPA). Garden City Community College is prohibited from providing certain information from your student records to a third party (parents, guardians, coaches, etc.), such as grades, billing, tuition, and fees assessments, financial aid, and other student record information.

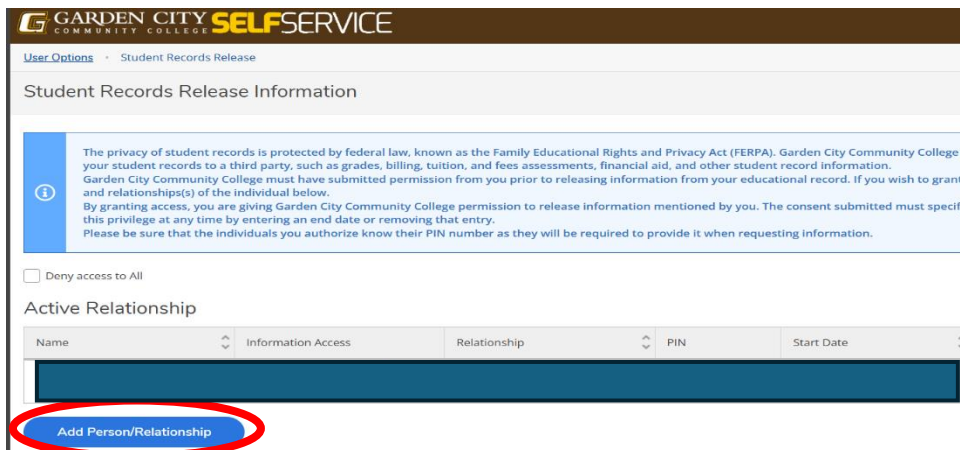
If you wish to grant access to a third party, Garden City Community College must have permission submitted from you prior to releasing information from your educational record.

By granting access, you are giving Garden City Community College permission to release information mentioned by you. The consent submitted must specify what information to be released. You may revoke this privilege at any time by entering an end date or removing that entry.

- Log into [myGCCC](#)
- Scroll down to the “Enrollment” card and click on the **STUDENT RECORDS RELEASE** link



- Click on “Add Person/Relationship”



- Enter information for each person that you are giving permission to discuss your academic information.
 - Enter First name, Last name, Relationship, pin number and start date
(Pin numbers are required, you can use the same one or use a different one for each person)

First Name *	Last Name *	Relationship *	PIN *	Start Date	End Date
<input type="text" value="Mom's first name"/>	<input type="text" value="Mom's last name"/>	<input type="text" value="Parent"/>	<input type="text" value="2343"/>	<input type="text" value="7/7/2025"/>	<input type="text" value="M/d/yyyy"/>

- Next select what records they will have access to:
 - Select “Allow Complete Access” for everything
 - Or you can select “Allow Select Access” and click one or more access points

Access *

☒ Allow Complete Access

☐ Allow Select Access

☒ Financial Aid Information ⓘ

☒ Student Course Schedule

☒ Attendance/Class Progress

☒ Student Accounts ⓘ

☒ Academic Records ⓘ

Access *

☐ Allow Complete Access

☒ Allow Select Access

☒ Financial Aid Information ⓘ

☐ Student Course Schedule

☐ Attendance/Class Progress

☒ Student Accounts ⓘ

☐ Academic Records ⓘ

Check the box to authorize and then click Submit

Disclosure Agreement

☒ I authorize the institution to disclose my information to this party

Cancel

Submit

- You will need to repeat this process for each person that you are authorizing to access your records.

Please be sure that the individuals you authorize know their PIN number as they will be required to provide it when requesting information.