



Information Release Authorization

Print clearly or type.

Use this form to authorize NGTC to release information from student records.

Read, complete, print, and sign this form, then submit to the registrar's office by:

- Email: registrar@northgatech.edu
- Fax: 706-754-7777
- Mail: NGTC Registrar's Office, PO Box 65 Clarkesville, GA 30523
- Hand: Deliver to the receptionist on any NGTC campus

I hereby request and authorize North Georgia Technical College to release:

- ANY AND ALL information from my North Georgia Technical College records
- ONLY THE FOLLOWING information from my North Georgia Technical College records

List: _____

to the following individual(s):

Individual's First and Last Name	Agency, Business, College, or Group Name	Relationship to Student
<i>Ginger Little</i>	<i>GA Mountains Workforce Development</i>	<i>Case Manager</i>
<i>John and Mary Smith</i>	<i>Family</i>	<i>Parents</i>

All information I hereby authorize to be obtained from this person or agency will be held strictly confidential and cannot be released without my written consent. I understand that this authorization will remain in effect until I cancel it in writing.

Student's Printed Name: _____ Student ID # or last 4 digits of Social Security #: _____

Student's Signature: _____ Date: _____

Note: The Registrar's Office does not accept digital signatures.

As set forth in its student catalog, North Georgia Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following persons have been designated to manage inquiries regarding the non-discrimination policies: Dr. Fran Chastain, Dean of Student Support and Engagement, Title VI, IX, II Coordinator, Clegg Center 212, (706)754-7855, fran.chastain@northgatech.edu and Kay Carroll, Special Populations and Retention Coordinator (Section 504), Clegg Center 214, (706) 754-7828, kay.carroll@northgatech.edu at 1500 HWY 197 N, Clarkesville, GA 30523.

This institution is an equal opportunity provider and employer. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

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