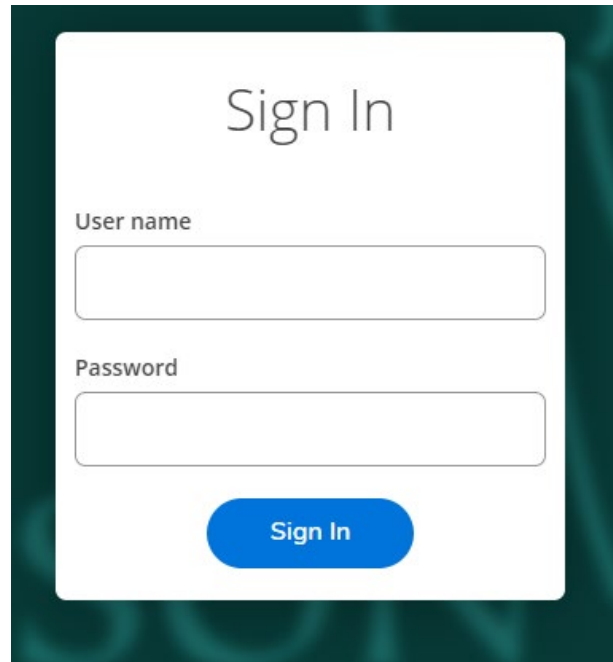


# HOW TO DO RECORD RELEASE FORM

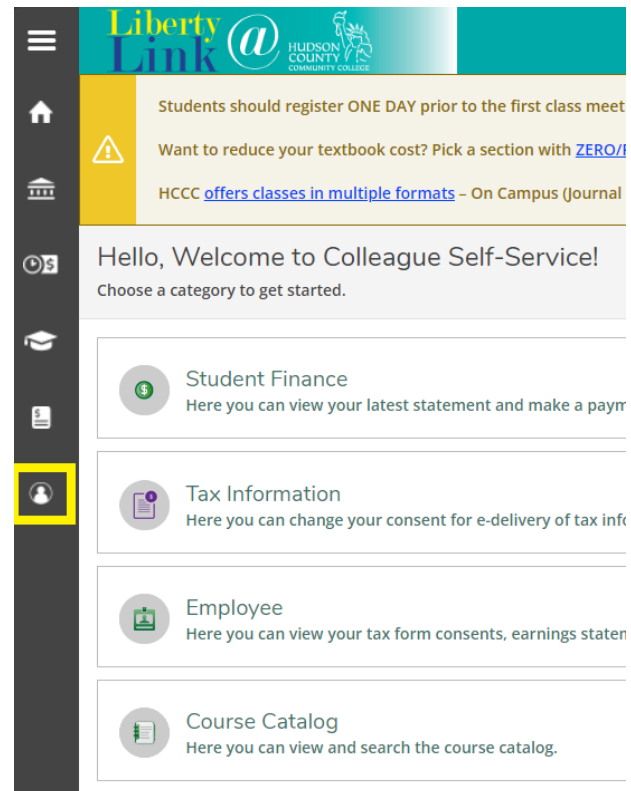
**STEP 1:** LOG INTO [LIBERTY LINK](#) USING YOUR HUDSON USERNAME AND PASSWORD.

**Username:** First Initial + Last Name + Last 4 digits of Student ID



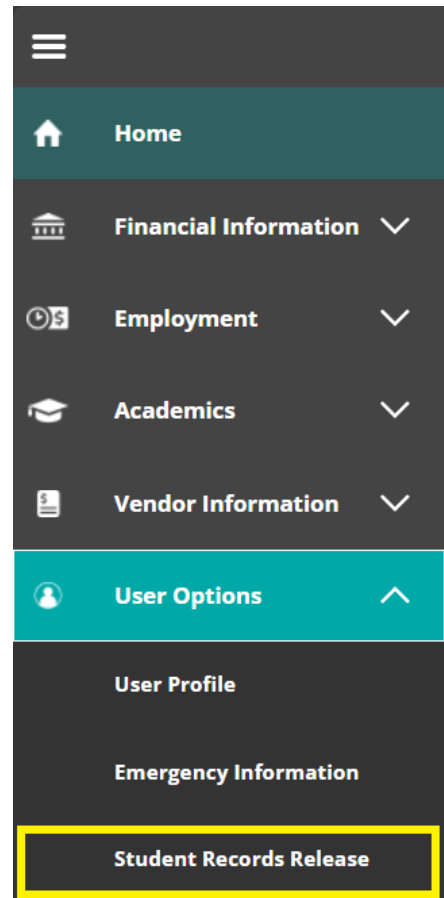
A sign-in form with a white background and a dark green border. The title "Sign In" is centered at the top. Below the title are two input fields: "User name" and "Password". A blue "Sign In" button is centered at the bottom of the form.

**STEP 2:** CLICK ON THE HIGHLIGHTED USER ICON ON THE LEFT SIDE OF THE SCREEN.



The Liberty Link user interface. The top header features the "Liberty Link @ HUDSON COUNTY COMMUNITY COLLEGE" logo. Below the header is a navigation menu on the left with icons for Home, Alerts, Library, Account, and a highlighted User icon. The main content area displays a welcome message: "Hello, Welcome to Colleague Self-Service! Choose a category to get started." Below this are several service categories: Student Finance, Tax Information, Employee, and Course Catalog, each with a brief description of the service.

**STEP 3:** SELECT "STUDENT RECORD RELEASE."



**STEP 4:** CLICK ON "ADD PERSON/RELATIONSHIP"



**STEP 5:** ADD THE NAME, RELATIONSHIP, PIN, TYPE OF ACCESS, AND THE START/END DATE

**\*YOU MUST CHECK THE DICLOSURE AGREEMENT BOX\***

First Name \*

Last Name \*

Relationship \*

PIN \*

Access \*

Allow Complete Access

Allow Select Access

- Accommodations Status
- Account Balance/Bill
- Financial Aid Awards
- Grades
- Progress to Graduation
- Missing Documents
- Permission to Attend Appt
- Class Schedule
- Unofficial Transcript

**Disclosure Agreement**

I authorize the institution to disclose my information to this party

Cancel

Submit

# STUDENT RECORD RELEASE

- The privacy of student records is protected by federal law named Family Educational Rights and Privacy Act (FERPA).
- Hudson County Community College is prohibited from providing certain information from student's records to a third party, such as grades, billing, tuition and fees, financial aid, and other student record information without the student's permission except to the extent that FERPA authorizes disclosure without consent.
- By students granting access in the Student Record Release form in Liberty Link, they are authorizing Hudson County Community College to release student's information. The consent submitted must specify what information may be released. Student must inform the individuals their PIN number as they will be required to provide it when requesting information.
- The Student Records Releases form (SRRL) is to view or maintain release records granted by a student to specific person with designated areas of access using a pin number.