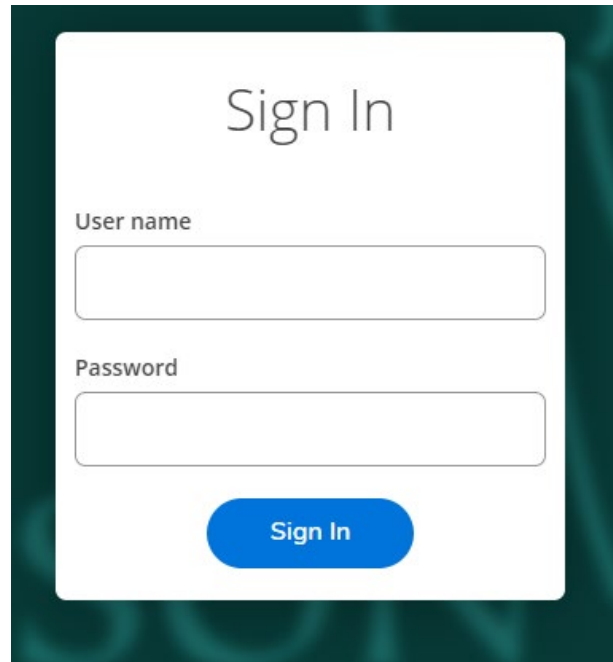# HOW TO DO
RECORD RELEASE FORM
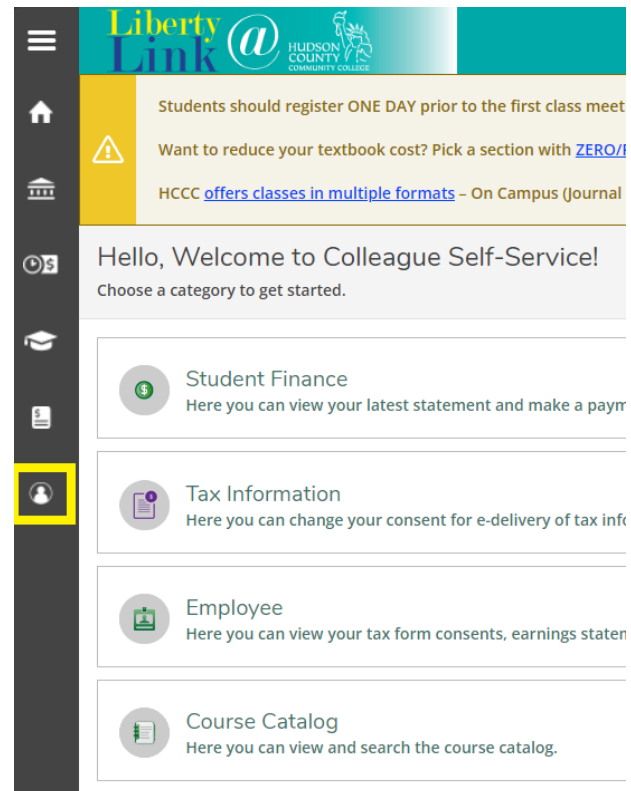
STEP 1: LOG INTO LIBERTY LINK USING YOUR HUDSON USERNAME AND PASSWORD.

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

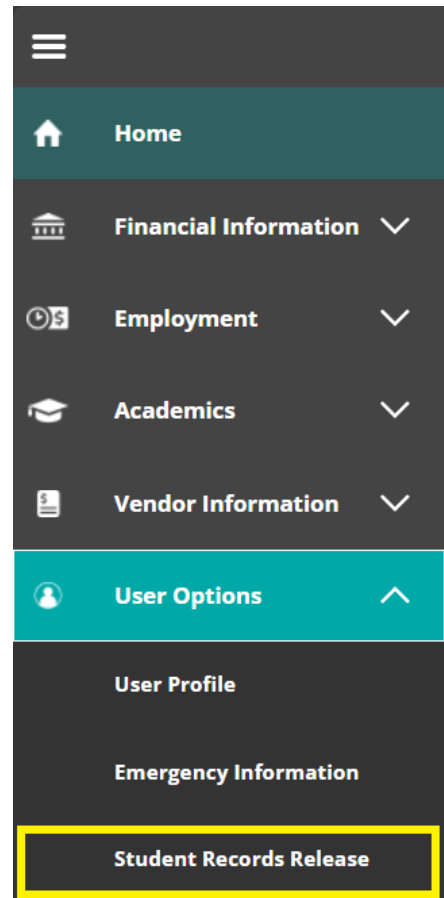**STEP 2:** CLICK ON THE HIGLIGHTED USER ICON ON THE LEFT SIDE OF THE SCREEN.

STEP 3: SELECT "STUDENT RECORD RELEASE."

≡

🏠 **Home**

🏛 **Financial Information** ⌄

🕒 **Employment** ⌄

🎓 **Academics** ⌄

📘 **Vendor Information** ⌄

👤 **User Options** ⌃

User Profile

Emergency Information

Student Records Release

STEP 4: CLICK ON "ADD PERSON/RELATIONSHIP"

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 *

Please Select

PIN *

Enter a 4 digit 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.