

College and Career Access Pathways (CCAP) Records Request Form

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TO BE COMPLETED BY HIGH SCHOOL PRINCIPAL

College and Career Access Pathways (CCAP) agreements allow community colleges to offer college courses within high school communities with the intent to allow access to college for all students. As part of this agreement, and as agreed to by the students on their dual enrollment forms, MPC will share the cumulative course grades received by students for CCAP specified course sections with the partner high school upon formal request. This agreement satisfies Family Education Rights and Privacy Act (FERPA) regulations and is valid up to two years after the end of the course. For questions, please contact MPC Admissions & Records. (high school name) Course records are requested by school year for the following term (one term/semester per request): □ Fall OR □ Spring OR □ Summer Course Name and Number Section Number Instructor's Name (THEA 10) (1234)(First and Last Name) I, the principal of the high school named above, formally request the final grades earned by our students for these classes. I guarantee that the high school will treat this confidential information in an appropriate manner and in accordance with all privacy regulations. Principal Signature Principal Name Date

Please note requests must be signed by the high school principal in ink; signature stamps are not accepted. Requests of this nature must be received in hard copy original form and will not be accepted via fax nor email.

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980 Fremont Street, Monterey, CA 93940 Approved by _____ Date____ Phone (831) 646-4002