



# Release of Student Information

*Submit completed form in-person to Admissions  
and Records with photo identification.*

Request to release personally identifiable and confidential information: The Family Educational Rights and Privacy Act (FERPA) requires the Enrollment Services and Student Financial Services offices to release detailed information to the student, only. The student may authorize the release of certain information by completing this form.

**The Release of Student Information Form must be submitted with proper identification of both the student and parent/guardian in which information is being released to.**

**Today's Date:**\_\_\_\_\_

## Student Information

First Name:\_\_\_\_\_ Middle Initial:\_\_\_\_\_ Last Name:\_\_\_\_\_

Student ID: w\_\_\_\_\_ Birthdate:\_\_\_\_\_ Phone:\_\_\_\_\_

**I hereby give permission to Columbia College's Student Services personnel, consistent with the FERPA act of 1974, to discuss or release the selected information (please check all that apply):**

### Admissions Information:

- ☐ Fees and Tuition
- ☐ Grades
- ☐ Holds
- ☐ Official Transcript
- ☐ Schedule of Classes
- ☐ Unofficial Transcript
- ☐ Verification of Enrollment Letter

### Financial Aid Information:

- ☐ Award Amount
- ☐ Dependency Status
- ☐ Financial Aid Appeals
- ☐ Financial Aid Status
- ☐ Income Tax Forms
- ☐ Payment Disbursement
- ☐ Satisfactory Academic Progress

This information may be released to:\_\_\_\_\_ Full name Relationship to Student

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I understand that the permission(s) checked above will remain in effect until I revoke them in writing. In the event damages should occur due to the release of such information, I agree to hold Columbia College harmless.

**Student Signature:**\_\_\_\_\_ **Date:**\_\_\_\_\_

### OFFICE USE ONLY

Comments:\_\_\_\_\_

☐ UTEC Staff Initials:\_\_\_\_\_ Date:\_\_\_\_\_