

San Diego Community College District

CONSENT TO RELEASE STUDENT EDUCATIONAL RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the disclosure of information contained in your educational records to a third party, unless you provide written consent. You must complete a separate form for each third party to whom you grant access.

<b>Section A - Student Information</b>	
Name (last, first, middle initial) - PRINT	Student ID Number
	Date of Birth
Home Address (street, apartment number, city, state, zip code)	Daytime Phone Number
<b>Section B - Third Party Designee Information</b>	
Name (last, first, middle initial) - PRINT	Relationship to Student
Home/Business Address (street, apartment number, city, state, zip code)	Daytime Phone Number
<b>Section C - Student Certification</b>	
<p>I, _____, give consent to the San Diego Community College District to release my educational records to the third party designee listed in section B above. The only type of information that is to be released under this consent is:</p> <p> <input type="checkbox"/> transcript                      <input type="checkbox"/> enrollment verification                      <input type="checkbox"/> financial aid records  <input type="checkbox"/> contact instructor                      <input type="checkbox"/> degree verification for employment or admission to other schools  <input type="checkbox"/> all records  <input type="checkbox"/> other (specify) _____                  _____                  _____             </p> <p>I acknowledge that this release to remain in effect (check one)</p> <p><input type="checkbox"/> from _____ to _____</p> <p><input type="checkbox"/> from _____ and until I submit a notification in writing revoking my authorization.</p> <p>_____</p> <p style="text-align: center;">Student's signature <span style="float: right;">Date</span></p>	
<b>Photo identification will be required of any person requesting access to a student's records.</b>	
OFFICIAL USE ONLY: This area is to be used to make notes of items discussed/distributed.	