



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.

When completing this form, please use black or blue ink and **print** (or type) all information legibly.

Section A – Student Information	
Name: (Last, First, Middle Initial)	Student ID Number:
	Date of Birth:
Home Address: (street, apartment number, city, state, zip code)	Telephone: ()
Section B – Third Party Designee Information	
Name: (Last, First, Middle Initial)	Relationship to Student:
Home/Business Address: (Street, Apartment Number, City, State, Zip Code)	Telephone: ()
Section C – Student Certification	
<p>I, _____, give consent to the San Diego Community College District <small>(Student's Name)</small> to release my educational records to the third party designee listed in <i>Section B</i> above. The only type of information that is to be released under this consent is: <i>(check all that apply)</i></p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Transcript <input type="checkbox"/> Contact Instructor <input type="checkbox"/> Other: <i>(specify)</i> _____ </div> <div style="width: 30%;"> <input type="checkbox"/> Enrollment verification <input type="checkbox"/> Degree verification <small>(for employment or admission to other schools)</small> </div> <div style="width: 30%;"> <input type="checkbox"/> Financial aid records <input type="checkbox"/> All records </div> </div> <hr/> <p>I acknowledge that this release is to remain in effect: <small>(check one)</small></p> <input type="checkbox"/> from: _____ to: _____ <small>(Date) (Date)</small> <input type="checkbox"/> from: _____ and until I submit a notification in writing revoking my authorization. <small>(Date)</small> <p>Student Signature: _____ Date: _____</p>	
Photo identification will be required of any person requesting access to a student's record.	
OFFICIAL USE ONLY: This area is to be used to make notes of items discussed/distributed.	