

## Release of Information

*Business Office Only*

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

In compliance with the Department of Education's "Family Educational Rights and Privacy Act" (FERPA), information in your student record may not be released to a third party (parents, guardians, sponsor, etc.) without your written permission. Note that you do not have to list any third party, but you need to return this form with your information (name, ID #, and signature).

I grant permission to College of the Redwoods Business Office to release information about my Student Accounts Receivable record to the individuals listed below. This permission will remain in effect until revoked in writing.

**NEW PRIVACY POLICY** to help protect you against unauthorized release of your records.

**Release of information in person:** You must show your Photo ID at the counter when requesting specific information about your student records.

**Release of information over the phone:** If you want Business Office personnel to be able to release your information **via telephone to you or someone other than yourself**, list yourself and the person or people below. The person you authorize will need to provide some information about you such as birthdate, address, phone number, or last 4 SSN.

NAME OF PERSON	RELATIONSHIP	CONTACT NUMBER
(SELF)		

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date