Release to Exchange Information 2022-2023
Registration and Records
Student Services Building 6
registration@highline.edu

Student Information

Last: First: MI: ctcLink ID: Date of Birth:

Purpose of this Form

In accordance with the Family Educational Rights and Privacy Act (FERPA), a student may designate a release of their information to a third party by completing this form. Without written consent, students’ academic records will not be disclosed to anyone other than the student. Students must be aware that this release:

• Applies only to the release of Student Academic information you indicate below.
• Is valid from July 1, 2022 and ends June 30, 2023. Students must complete a new release form each year to continue to allow the release of enrollment information to a third party.
• The following options may be used to submit this form:
  • Must be signed in person with photo ID at the customer service area of Registration and Records.
  • Scan and email this form from their highline email account, with signed photo ID, to registration@highline.edu.
  • This release may be revoked at any time by presenting photo ID and a written request to a customer service area listed above.

Select Records to Release

Place a check by the information you want released to the designee:

☐ Highline College course materials

Purpose

Reason for your request:

Authorization and Signature

I hereby authorize Highline College Registration and Records to exchange information with the designee identified below:

Last: First: MI: Phone: Fax:

Organization Name (if applicable) Relationship to Student

This release is specific to the person or organization listed above. I understand that outside of this release, the continued confidentiality of my records is protected by law. I understand this release ends June 30, 2023.

Student Signature: Date:

Enrollment Services Staff Signature: Date:

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services in Building 99, 1st Floor, room 150 in Community & Employment Services, email: access@highline.edu, phone: (206) 592-3857 TDD/VP (206) 870-4853.