

## 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 \_\_\_\_\_