



STUDENT RELEASE OF RECORDS FERPA AUTHORIZATION FORM

(Family Educational Rights and Privacy Act of 1974)

ORIGINAL TO BE COMPLETED AND SUBMITTED IN PERSON BY THE STUDENT ONLY

I, _____ hereby authorize Bellingham Technical College
(PLEASE PRINT FULL NAME LEGIBLY)
to release the following educational records for the purpose of:

- Academic Assistance
 Payment of Tuition
 Verification of Enrollment/Progress
 Other _____

You must initial on the lines below to indicate which records you consent to make available

- _____ **Academic/Transcript Records** (records include: transcripts, admission and registration information, schedule information, assessment test scores, Satisfactory Academic Progress status, and any other documentation contained in the academic records).
- _____ **Student Account Records** (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, and records hold information for balances owing).
- _____ **Instructor/Classroom Records** (records include: attendance, progress reports, tests, homework, and professional job skills related to employability).
Note: Instructors only need to retain records that make up the final grade. Instructors are not required to have conversations about academic progress with anyone other than the student.
- _____ **Financial Aid Records:** Contact the Student Financial Resources Office to complete a separate records release.
- _____ **Other** (Please Specify) _____

The following individual(s) is/are authorized to access the information indicated above:

PLEASE PRINT FULL NAME LEGIBLY

Parent/Guardian _____ Spouse _____

Agency _____ Instructor/Reference _____

Other (Specify name and relationship) _____

FERPA pertains to the release of records only. It does not give others the right to act on your behalf or to change your records.

Although I understand I am not required to release this information, I am giving my consent to Bellingham Technical College to disclose these records. I also understand that this release remains in effect for two years from the date signed, unless I revoke my consent in writing and submit it to the Registration Office at Bellingham Technical College.

Signature of Student _____
Date

SID # _____ or SSN # _____

FOR OFFICE USE ONLY	FERPA Release of Records Entered in HP on _____
----------------------------	--