**FERPA – Student Records Release**

**Requested by (student):**

First Name: Middle Last Name:

Student ID Number: Phone #: Date:

# Release to (recipient):

First Name: Middle Last Name:

Organization: Phone Number:

Mailing Address: City: State: Zip:

# Education Record Information to Be Released:

No student information will be released by phone or email. Recipient identity must be verified in person with a valid government-issued photo ID. Release applies to the current term only.

Admissions Application  Demographic Changes  Academic Standing

Enrollment Verifications  Advising  Grades / Transcripts

Appeals  Graduation Documents  Cashier / Financial Aid

Concurrent Enrollment  Colorado Opportunity Fund  Registration Forms

Other  Instructor Letter of Recommendation

Purpose of Release (required):

Pursuant to the provisions of the Federal Family Educational Rights and Privacy Act of 1974 (Public Law 93-380), I grant Pueblo Community College permission to release the specified information to the recipient listed above. I understand this release applies to the current term only. I understand incomplete release forms are invalid.

Student Signature: Date:

*Original release and all requests for student records must be forwarded to Admissions and Records.*

**Admissions & Records Use Only**

Applicable Term Code: Date Processed: Clerk’s Initials: