**Document Request and FERPA Release**

**Instructions**

Pueblo Community College requires 45 days to respond to requests that 1) include an original student’s signature authorizing the release of the documents, and 2) have been paid in full. The College reserves the right to deny compliance with this request pursuant to college, state, or federal policy. Depending on volume, a postage and handling fee may be assessed. Prepayment is required with Cashier 719-549-3212.

**Requested by (student):**

First Name: Middle Last Name:

Student ID Number: Phone #: Date:

**Release to (recipient):**

First Name: Middle Last Name:

Mailing Address: City: State: Zip:

Phone Number:

**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 overrides all directory restrictions/suppressions in my student records. This release authorization is intended for use only by the recipient named above and only for the purpose described above.

Student Signature: Date:

**Documents to be Released:**

The cost of all documents from all departments listed below is $100. The cost of an individual document listed below is $2.00 per item unless otherwise listed. All other costs are listed below. For each item requested, please mark the box with an “X”. Pueblo Community College will not provide copies of a students' previous college transcripts. If you need a copy of another college's transcripts, please contact that college directly.

[ ]  Academic Records $50 [ ]  Registration [ ]  Colorado Opportunity Fund

 [ ]  Admissions Application [ ]  Concurrent Enrollment

 [ ]  Academic Standing [ ]  Demographic Change

 [ ]  Advising [ ]  Enrollment Verification

 [ ]  Appeals [ ]  Other

[ ]  Financial Aid $50 [ ]  Awards [ ]  SLS

 [ ]  CFAR Reports [ ]  Student Aid Report

 [ ]  PLUS [ ]  Other

 [ ]  Stafford

[ ]  Fiscal Operations $50 [ ]  Statement of Charges & Payments [ ]  Refunds/Checks

 [ ]  Third-Party Payments [ ]  Other

[ ]  Graduation $25 [ ]  Reprinted Diploma $25 [ ]  Other

[ ]  Graduation Planning Sheet

**Admissions & Records Use Only**

Date Processed: Initials: