



Release of Information

Columbia Gorge Community College follows all applicable state and federal laws, rules, and regulations that apply to student records. Therefore, all information contained in the college records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of a court of competent jurisdiction. The Family Education Rights and Privacy Act (FERPA) is a federal law that prohibits the release of student information to anyone but the student without the student's written permission. The release must be signed by the student. Even if the student is under 18, FERPA protects the information of all students enrolled in postsecondary institutions. When a student turns 18 years old or enters a postsecondary institution at any age, all rights afforded to parents under FERPA transfer to the student.

Student Name: _____ CGCC Student ID: _____

I, _____ authorize the following individual(s) or agencies:

1. _____
2. _____
3. _____
4. _____

Confidential Code - Used to identify authorized person(s): _____

This code allows the person you have listed to access your information if they contact the College. The code may be letters, numbers, or special characters, up to nine characters long. **You are not required to provide a confidential code. However, if you do not, CGCC will not release your information over the phone, even to authorized persons.**

Records to be disclosed (check "All" OR select individual items)

- All education records** (unless restrictions are listed below)
- OR -
- Academic Transcript
- Address and/or phone number
- Class Schedule
- Degree or Certificate Status
- Enrollment Status
- Financial Aid Information
- Grades
- Instructor comments or recommendations
- Student Account Information
- Other (please specify): _____

Restrictions (if any): _____

Student Authorization and Signature

Student Signature: _____ Date: _____

I hereby authorize CGCC to release the above designated information about me contained in the College's records. I agree to hold CGCC and its employees harmless for any unauthorized use of my student records obtained by the above-named party or parties.

Note: Submit the completed release via the online form or provide a printed copy in person to Student Services at the The Dalles Campus. Releases not submitted by the student in person or through the online form must be accompanied by a copy of the student's photo ID. This release is valid from the date above until the student invalidates it by completing a new form or rescinds it in writing.

Columbia Gorge Community College is an equal opportunity educator and employer.

Columbia Gorge Community College | 400 East Scenic Drive | The Dalles, OR 97058