

Community College *Of* Philadelphia

AUTHORIZATION TO DISCLOSE STUDENT RECORDS AND INFORMATION

IMPORTANT – PLEASE READ CAREFULLY

Community College of Philadelphia, in compliance with the *Family Educational Rights and Privacy Act of 1974*, has designated the following items as directory information: student's name; program of study; dates of attendance; and degrees, honors and awards received along with dates. Community College of Philadelphia may disclose any of the above listed items without the student's prior consent, unless the Office of Student Records and Registration is notified in writing to the contrary. All other student information is considered confidential and will not be released, with certain exceptions, without the student's written permission.

A student's grades, academic standing, billing, tuition and fees assessments, financial aid, and other student records are considered confidential information. Therefore, if you wish to have this information disclosed to your parents/guardians, spouses or other individuals, you must complete and sign this form and return it to the Office of Student Records and Registration to authorize the College to do so.

Student Information	
Name: _____	Student ID Number: J _____

I hereby authorize Community College of Philadelphia to release the following information to the individuals/organizations listed below. If parents/guardians live at different addresses, please list them both.

Types of Information to Release

Check the box(es) below to indicate which records you wish to make available.

- Academic Transcript Records** (records include, but not limited to, academic progress; academic standing, class schedule; courses taken, GPA, grades received, and transcripts)
- Financial Aid Records** (records include, but not limited to, application data; award and disbursement of funds information; and eligibility and/or Satisfactory Academic Progress status)
- Instructor/Classroom Records** (records including, but not limited to, attendance; progress reports, and test and homework scores if available. *Please Note:* FERPA pertains to the release of records. Instructors are not required to have conversations about progress with anyone other than the student.)
- Student Account Records** (records include, but not limited to, debt collection information; financial holds; tuition and fees; and payment information)

Please Note: This release form does not apply to records from Counseling and the Center on Disability. A separate release form must be obtained from these departments.

Name:	Relationship:
Name:	Relationship:
Name:	Relationship:

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only to the persons specifically listed. I understand that information may be released orally or in the form of copies of written records, as preferred by the requestor. This release does not permit disclosure of these records to any other persons or entities without my written consent or as permitted by law.

Student Signature: _____

Date: _____