

Records Office  
California College of the Arts

## Student Information Release Authorization

In compliance with the federal *Family Educational Rights and Privacy Act of 1974*, the College is prohibited from providing certain information from your student records to a third party, such as information on grades and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party.

Submit your completed form to either Student Records Office. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the Registrar. NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression information that you might have set up in your student record. *However, it is College policy not to release certain aspects of student records over the phone or via email.*

### Student Information

\_\_\_\_\_  
NAME (LAST, FIRST, MIDDLE INITIAL)

\_\_\_\_\_  
SSN (LAST 4 DIGITS)

\_\_\_\_\_  
STUDENT ID NUMBER

\_\_\_\_\_  
CURRENT ADDRESS (STREET/PO, APT, CITY, STATE & ZIP)

\_\_\_\_\_  
DAYTIME PHONE

### Third-party Designee

\_\_\_\_\_  
NAME (LAST, FIRST, MIDDLE INITIAL)

\_\_\_\_\_  
SSN (LAST 4 DIGITS)

\_\_\_\_\_  
CURRENT ADDRESS (STREET/PO, APT, CITY, STATE & ZIP)

\_\_\_\_\_  
DAYTIME PHONE

\_\_\_\_\_  
RELATION TO STUDENT

\_\_\_\_\_  
EMAIL ADDRESS

### Certification

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
DATE