



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.

TYPE OR PRINT IN BLUE OR BLACK INK ONLY.

Student Name: _____ Student ID #: _____

Release Information to: _____

(Release is valid for one party only. Fill out a separate form for each additional party to whom records are released.)

*Confidential Code: _____

* 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 that apply):

- All
- Academic Transcript
- Address and/or phone number
- Class Schedule
- Degree Status
- Enrollment Status
- Financial Aid Information
- Grades
- Student Account Information
- Instructor comments or recommendations
- Other (please specify): _____

Restrictions (if any): _____

To submit:

In person: Bring to Student Services at either The Dalles Campus or Hood River—Indian Creek Campus

By mail: Student Services, CGCC, 400 East Scenic Drive, The Dalles, OR 97058

By fax: 541.298.3104

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.

Student Signature: _____ Date: _____

This release is valid from the date above until the student invalidates it by completing a new form or until rescinded in writing.

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

Auxiliary aids and services are available upon request to individuals with disabilities. Please contact CGCC's ADA coordinator at 541-506-6046, or use 711 Relay.