



Authorization for Release of Student Records

Student records at Hartnell Community College District are governed by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations. Under the Act, Directory Information relating to the student is considered to be public information unless the student formally requests in writing that it be kept confidential. In addition, Hartnell College may only release student records directly to the student, unless prior written authorization is given by the student. Sign and date this form. If submitting in person, you must present this form with a valid Photo ID to Admissions & Records and/or Financial Aid and sign and date this form. If submitting via US mail, or via fax, you must also provide a copy of a valid photo ID along with this form. No student information will be released by phone even with an authorization.

Student Information

Last Name	First Name	HC Student ID or last 4 digits of SSN
Email	Phone	Date of Birth
Street Address	City	State

I DO NOT wish to have my records included in Hartnell College's Directory Information. I understand that this request will remain in effect until I have submitted a "Revoke Previous Request to Prohibit Release of Directory Information" form. (Please sign and date this form below.)

Indicate which records to be released

- All Academic Records** (records include: transcripts, admissions and registration information, class schedules, grades, assessment test scores, academic progress status, residency information, and any other documentation contained in the academic records)
- All Student Account Records** (records include: amounts due for tuition and fees, sources of payment for tuition and fees, refund information, records hold information as it relates to parking tickets, library fines, financial aid repayments and any other information contained in student account records)
- All Financial Aid Records** (records include: status of file, award and disbursement of funds information, satisfactory academic progress status, income information, and any other information contained in the financial aid application or file)
- Other** (Please specify) _____

The following individuals are authorized to access the information specified above. A valid photo ID must be presented before information will be released.

Please PRINT full name(s):

Spouse:	Parent 1:
Agency:	Parent 2:
Other (Name & Relationship)	

Student Signature

I understand that although I am not required to release this information, I am giving my consent to Hartnell College to disclose the records noted above and that this authorization shall stay in effect for the current academic year only or until such time as I revoke it, if earlier. However, Directory Information will remain in effect until I have submitted a "Revoke Previous Request to Prohibit Release of Directory Information" form.

Student Signature _____

Date _____

Admissions & Records Office/Financial Aid Office Use Only

Photo Identification Verified _____ Effective Date _____ Entered _____ by: _____ on _____