



# Student Information Release Form

Admissions & Registration

P.O. Box 929

Yuma, AZ 85366-0929

(928) 344-7550

FAX (928) 344-7543

## Student Information *(please print)*

Date of Birth \_\_\_\_\_ AWC ID# \_\_\_\_\_

Name Last \_\_\_\_\_ First \_\_\_\_\_ M.I. \_\_\_\_\_

My information on file is correct.

I am updating my information.

Address Street (P.O. Box) \_\_\_\_\_ Phone # Home \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work \_\_\_\_\_

AWC Email Address \_\_\_\_\_ Cell \_\_\_\_\_

In compliance with the federal *Family Educational Rights and Privacy Act of 1974 (FERPA)*, Arizona Western College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees, financial aid, 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 AWC permission to release information about your student records to a third party by submitting a completed Student Information Release Form. You must complete a separate form for each third party to whom you grant access. The specified information will be made available only if requested by the authorized third party. AWC does not automatically send information to a third party. Access to this information does not give permission to others to alter to the student's record. Changes to the student record must be made at the request of the student.

Submit your completed form to the Admissions & Registration Office. Please note that your authorization to release information has **no expiration date**; however, you may revoke the authorization at any time by sending a written request to the same office.

## Third Party Designee *(please print)*

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Last 4 Digits of SSN \_\_\_\_\_

Current Address \_\_\_\_\_ Phone # \_\_\_\_\_

Relation to Student \_\_\_\_\_ Comments/Notes \_\_\_\_\_

## Directory Information

Provisions of FERPA allow the institution to define directory information, that is, information that is public. Your name, current enrollment status, certificates and/or degrees earned, and/or awards received at Arizona Western College are considered public information. Any AWC employee may provide this directory information about students in response to all inquiries in this regard, whether the request is in person, by phone, or in writing.

The following directory information items may appear in college directories and publications and may be released, at the discretion of the College Registrar in the course of College business: address, telephone number(s), date of birth, student e-mail address, dates of attendance, city of residence, major field of study, awards, honors, past and present participation in officially recognized sports or activities, physical characteristics of athletes, including height and weight, and student images including but not limited to photographs and other media.

## Certification

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

## For Office Use Only

Processed by \_\_\_\_\_ Net ID \_\_\_\_\_ Date \_\_\_\_\_