



Arizona Western College
Admissions & Registration
928-344-7550
records@azwestern.edu

AUTHORIZATION TO RELEASE INFORMATION FROM EDUCATION RECORDS

Please Print

Student ID #: _____ Date of Birth: _____

Name: _____
Last First MI

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 without your permission, 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 and/or your spouse/partner.

By completing and signing this form, you are authorizing Arizona Western College (AWC) to release information from your education record to the party listed below. 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 your student record. Changes to the student record must be made at the request of the student.

Please note that your authorization to release information expires three (3) years from the date you sign it; however, you may revoke the authorization at any time by submitting a written request to AWC Records.

Third Party Designee to Receive Information:

Name: _____ Date of Birth: _____

Address: _____

Phone #: _____ email address: _____

Other identifying information: _____

Relation to student: _____

Notes/additional information: _____

Directory Information

Provisions of FERPA allow the institution to release directory information without your consent. Your name, current enrollment status, certificates and/or degrees earned, and/or awards received at Arizona Western College are considered directory 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 AWC 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

Student signature: _____ Date: _____

For Office Use Only:

Received By: _____ Date: _____ Processed By: _____ Date: _____