Release of Information (ROI)

Student ID #: _____ **Date:**_____

Student Name: _____
Last **First** **Middle**

It is the policy of Columbia Basin College to honor all rights and to comply with all obligations arising under the Family Education Rights and Privacy Act of 1974 (FERPA). Students who are 18 years of age or older or attending a college are considered an "eligible student," meaning the rights to their academic records have transferred from the parent to the student. The Federal Family Education Rights and Privacy Act (FERPA) prohibits the release of student information to anyone but the student without the student's written permission to do so. The Release of Information (ROI) authorizes the Registrar, or College designee, to discuss specific aspects of a student's academic record with the person(s) designated below.

This document does not authorize the person(s) designated to initiate or complete transactions, make changes to the student record, or serve as a representative on the student's behalf. The ROI will remain in effect for two years from the signature date, or until the indicated expiration date, or if the student revokes it in writing.

Student Release:

I, (student) _____, do hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 and authorize Columbia Basin College to discuss and/or disclose all my academic records (excluding my Social Security Number) to the following individual(s). This ROI will expire on _____ (if expiration date is left blank, expiration will be 2 years from the signature date below).
Date

Remember to provide the authorized person with your date of birth, student ID, and answer to challenge question.

Clearly print the information below.

Name	Relationship to student	Phone

Please provide a challenge question and response that will be verified ***each*** time the designated person contacts the Registrar or College designee. You must inform the authorized person of the challenge question and the response that you selected. Samples of challenge questions: Name of your first pet? Color of your first car? Your favorite subject in high school? Father's middle name?

Challenge Question: _____
(please limit to 90 characters including spaces)

Challenge Response: _____
(please limit to 30 characters including spaces)

Photo ID (ie: driver's license) required at the time of form submission.

_____ _____
Student Signature *(Must be signed in the presence of Student Records employee.)* **Date**

Please read *"Authorization to Release Information FAQs"* on back of form.

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, equal opportunity and affirmative action. CBC does not discriminate on the basis of sex, race, color, national origin, religion, age, marital status, physical, mental or sensory disability, sexual orientation or Vietnam veteran status in its educational programs or employment. Questions may be referred to Camilla Glatt, Vice President for Human Resources & Legal Affairs, (509) 542-5548.

Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability and require an accommodation, please contact the CBC Resource Center, (509) 542-4412, or TTY/TDD at 542-0400. This notice is available in alternative media by request.

Authorization to Release Information
FAQs

Why should I sign this release?

Circumstances often arise where a student may want a parent, relative, or another individual to discuss with the Registrar, or College designee, ***information*** regarding their academic records. The Registrar, or College designee, will accept a Release of Information from a student consenting to release information from their academic records to an individual named by the student. Please note that the Release of Information does not allow the authorized person to initiate or complete transactions or serve as a representative on their behalf.

What are academic records?

Academic records are records that contain information that is directly related to a student. Academic records are maintained by an education agency or institution or by a party acting for the agency or institution. Academic records may include, but are not limited to, advising file notes, CBC transcripts, Financial Aid information, scholarship awards, class schedules, student account/billing information, student employment related information, class attendance, class progress reports/ information, grades, placement scores, disability services records, etc. Please note that personal counseling records are not covered under the FERPA rules and a separate release form must be obtained from the Counselor of record.

How do I implement the release?

Bring the completed release form and your photo ID (i.e.: driver's license) to the Student Records office during normal business hours. The release **must be signed in the presence of** a Student Records employee. A challenge question and response must be completed so that staff can verify each time the authorized person requests information. You must inform the authorized person of the challenge question and the response that you selected.

How will the release be used?

Once the release has been received, the individual(s) listed may call or visit the Registrar, or College designee, to ask questions regarding your academic records. The individual must inform the Registrar, or College designee, that a release form is on file. Prior to releasing any information, the Registrar, or College designee, will verify with the individual their name, the student's date of birth, student's identification or social security number, and the answer to the challenge question.

May I rescind this release?

The Release of Information will remain in effect for two years from the signature date, or until the indicated expiration date, or if the student revokes it in writing. To rescind this release, please send a written statement to Student Records that includes your:

- Full name
- Date of birth
- Student ID
- Statement to rescind the request (please include an effective date)
- Name of the individual who no longer will have access to your educational records
- Signature and date

What if I have additional questions?

Staff is available to answer your questions during normal business hours. Student Records is located in the H building of the Columbia Basin College Pasco campus. You may contact the Associate Registrar at (509) 542-4401.