

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 attending a college are considered an "eligible student," meaning the rights to their education 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 education 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 education 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 two 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 \_\_\_\_\_

Name \_\_\_\_\_ Relationship to Student \_\_\_\_\_ Phone \_\_\_\_\_

A challenge question and response are **required** and 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 (e.g.: driver's license) required at the time of form submission.**

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

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

# Authorization to Release Information FAQs

## Why should I sign this release?

Circumstances may arise where a student may want the Registrar, or College designee to discuss or provide **information** regarding their education records. The Registrar, or College designee, will accept a Release of Information from a student consenting to release information from their education 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 education records?

Education records are records that contain information that is directly related to a student. Education records are maintained by an education agency or institution or by a party acting for the agency or institution. Education 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 (e.g.: driver's license) to Hawk Central during normal business hours or submit via mail or email. The release **must be signed**. 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 contact the Registrar, or College designee, to ask questions regarding your education 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

## Where do I submit this release?

### Mail:

Student Records  
Columbia Basin College  
2600 N. 20th Avenue, MS-H4  
Pasco, WA 99301  
*Include a copy your photo ID  
(e.g.: driver's license)*

### In Person:

Hawk Central  
H Building  
Pasco Campus  
*Bring your photo ID  
(e.g.: driver's license)*

### Email:

records@columbiabasin.edu  
*Include a copy your photo ID  
(e.g.: driver's license)*

## What if I have additional questions?

Staff is available to answer your questions during normal business hours. Hawk Central is located in the H building of the Pasco campus.