

Columbia College Chicago
Office of the Registrar

Authorization to Release Academic or Financial Records

Name (Print) _____

Student ID # _____

In compliance with the Family Educational Rights and Privacy Act of 1974, (FERPA) as amended, your education records cannot be released to a third party, including parents, unless you consent in writing or certain circumstances are present. For more information regarding FERPA, refer to the college catalog. To grant specific individuals access to your college records, please complete this form.

I authorize the following information to be released (check all that apply):

- _____ financial account (account balance and billing)
- _____ financial account (Financial Aid documents/awards)
- _____ academic record (grades)
- _____ disciplinary record
- _____ housing record

To the individual(s) listed below:

Name _____ *Unique identifier _____

Address _____

Name _____ *Unique identifier _____

Address _____

*The unique identifier is a password that verifies the identity of the individual requesting information.

This release is permanent unless revoked by the student. A form to revoke your release is available on the FERPA page of the Office of the Registrar website.

Signature _____ Date _____

Please note that this release is for inquiries and discussions only. The college will not automatically mail grades, transcripts or any financial information to the individuals listed above.