



FERPA RELEASE AND STUDENT REFERENCE REQUEST

Student Name (print): _____

S#: _____ Phone#: _____

Email: _____@student.cccs.edu

Note: Your official CCD email account is the only email CCD will accept for correspondence.

I request (faculty/staff member) _____ to release my student information.

I authorize the above named faculty/staff member to release information about any and all information from my education records at the Community College of Denver deemed necessary by said person. This release applies to:

The following third-party agencies, educational institutions, prospective employers and/or organizations considering me for an award or scholarship (list the full name and/or name of agency CCD faculty/staff is authorized to release information to):

I further understand that: (1) I have the right not to consent to the release of my education records; (2) I have the right to request a copy of any written information released from the above-named faculty/staff member; (3) this authorization will remain continuously in effect unless the authorization is withdrawn in writing and delivered to the above-named faculty/staff member; and 4) personal observations may be disclosed in this process. Any such revocation shall not affect disclosures previously made by said faculty/staff prior to the Community College of Denver's receipt of any such written revocation.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Student Signature: _____ Date: _____

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1. Retain a Center copy of the release form and provide the original release form to Office of Registration & Records (ORR-Confluence, Room 114).
2. ORR does not need a copy of the release information; however, please provide the student the original release information to submit whenever allowable by the third party.
3. All written documents should end with the following statement: "This document contains personal information from a student's educational records. It is protected by the Family Educational Rights and Privacy Act (2.0 U.S.C/1232g) and may not be re-released without consent of the eligible student."

Internal use only:

Received by: _____ Date: _____

Processed by: _____ Date: _____