



FERPA Release and Student Reference Request

Student Name (print): _____

S#: _____ Phone: _____

Student E-mail: _____

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*).

Name/Agency: _____

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is withdrawn in writing and delivered to the above-named faculty/staff member; and 4) personal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: _____

Mailing Address: Campus Box 201 | P.O. Box 173363 | Denver, CO 80217

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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: _____