



IMPERIAL VALLEY COLLEGE

Office of Admissions & Records
William J. Thornburg Administration Center (Building 10)
380 E. Aten Road, Imperial, CA 92251
Phone (760) 355-6101, Fax (760) 355-6400

STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the federal *Family Educational Rights and Privacy Act of 1974* and the Regents' on Access to and Release of Student Education Records, the College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, Financial Aid (Including Scholarships, Grants, Work-Study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting this form. You must complete a separate for each third party to whom you grant access to information on your student records. The specified information will be available only if requested by the authorized third party. The College does not automatically send information to a third party.

Submit your completed form to the Admissions and Records Office, Imperial Valley College, 380 E. Aten Road, Imperial, CA 92251. Please note that your authorization to release information has *no expiration date*; however, you make revoke your authorization at any time by sending a written request to the same address. This form allows third parties to access student record information from Imperial Valley College. NOTE: For the thirds party designee you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. However, it is Imperial Valley College policy not to release certain aspects of student records (e.g. registration, grades, GPA) over the phone or via e-mail.

This information release authorization is intended for use only by the offices listed below:

Admissions and Records
Financial Aid
Administrative Services

A. Student Information

Name (Last, First, Middle Initial)

G00 _____
Student ID Number

Current Address (Street, City, State & Zip Code)

Contact Phone

STUDENT INFORMATION RELEASE AUTHORIZATION

(Continued)

B. Third-Party Designee

_____	OR	_____
Name (Last, First, Middle Initial)		Program/Office/Agency
_____		_____
Current Address (Street/P.O. Box, Apt., City, State & Zip)		Contact Phone
_____		_____
Relationship to Student		Email Address

Information Types Allowed (Check one or More of the following boxes to Grant Authorization)

- Current Enrollment
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity.
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress.
- Access to student records maintained by the Office of the Registrar and the Financial Aid Office, including all of the above examples.
- Other (Please specify:) _____

C. Certification

Student's Signature

Date