

Student Information Release Authorization

In compliance with the *Family Educational and Privacy Act of 1974* and the (FERPA) Board of Regents' policy on access to and release of student education records, Hawai'i Community College is prohibited from providing certain information from your student records to a third-party, such as information on grades, degrees awarded, and other personal student information. This restriction applies, but is not limited, to your parent, your spouse, or any inquiry by a third party.

You may at your discretion, grant Hawai'i Community College permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization form. You must complete a separate form for each third party to whom you are granting access to the information in your student records. The specified information will be made available only if requested by the authorized third-party. Hawai'i Community College will not automatically release/send information to the third party.

Please submit your completed form to the Admissions and Records Office, Hawai'i Community College, 1175 Manono Street Hilo Hawaii 96720-5096

NOTE: For the third-party designee that you name on this form, this release overrides all FERPA directory suppression information that you have in your student records.

Student Information

Last Name

First Name

Middle

UH ID/ Username

Current Mailing Address

Current Phone

Email Address

Third Party Designee

Last name

First name

Middle

Current Phone

Current Mailing Address

Relationship to Student

Designee's Email Address

*Note: Email correspondence will be sent to/accepted from this email address ONLY.

When the party named above contacts Hawai'i Community College by phone, he/she will be asked to authenticate his/her identity by providing at least two (2) personal security question answers. Please provide your **designee's** information below.

Elementary School

Mother's Maiden Name

Favorite Food

First Pet's Name

Type of Information allowed (Check one or more of the boxes below to grant authorization)

- Grades and GPA, current and past registration status, academic progress status and/or enrollment information, demographic information, and student ID number.
- Financial aid awards, application data, disbursements, eligibility and/or financial aid satisfactory academic progress.
- Billing statements, charges, credits, payments, past due amounts and any collection activity.
- Access to any/all student records that are maintained by Hawai'i Community College's Office of the Registrar.
- Other: _____
Specify type of information

Purpose of release: _____

Certification

By signing below, I consent that Hawaii Community College may disclose and discuss confidential information, as indicated above from my education record with the individual listed above.

This consent shall remain in effect through: (Choose one (1) option below)

- The entire duration of enrollment at Hawai'i Community College
- Academic year (specify) _____

Student's Signature

Date

Revocation of Authorization (TO REVOKE A PRIOR AUTHORIZATION ONLY)

By signing below, I hereby revoke any prior authorization for Hawai'i Community College to disclose my education record information to the individual listed above, effective immediately.

Student's Signature

Date

FOR OFFICE USE ONLY

Date Received:	By:	SPACMNT:

Hawai'i Community College is an equal opportunity, affirmative action institution committed to excellence through diversity. Individuals with disabilities may access reasonable accommodations through the Hā'awi Kōkua Program. Hā'awi Kōkua promotes equal opportunity for individuals with disabilities to gain the maximum benefit from their educational/learning experience by participating fully in their regular courses and activities at Hawai'i Community College. For disability services, please call (808)934-2825.