



Office of the Registrar

Release of Student Information

OTR@greenriver.edu | (253) 288-3383 | 12401 SE 320th St., Auburn, WA 98092

Submit in person or online at greenriver.edu/upload | greenriver.edu/OTR

Instructions: Carefully read the information below. After completing the form, submit it to the Green River College Faculty/staff/office you authorized to release your information.

Family Educational Rights and Privacy Act of 1974 (FERPA)

20 USC § 1232g and 34 CFR § 99

Green River College student educational records are maintained according to the Family Educational Rights and Privacy Act of 1974 (FERPA). In accordance with FERPA, Green River College must obtain written consent from a student before releasing any information from the educational record of that student to a third party. Such written consent must specify the records to be released, state the purpose of the release, identify the party or parties to whom release may be made, and must be signed and dated by the student.

STUDENT INFORMATION

ctcLink ID: _____

I, _____
Student's full legal name

hereby give my written consent to _____
Campus Faculty/Staff/Office

to release my _____
Specify records to be released

to _____
Identify the third party or parties to whom release may be made

for the purpose of _____
State the purpose of the release

from _____ to _____
Beginning of timeframe End of timeframe

SIGNATURE

I understand that my written consent will remain in effect during the timeframe outlined above until I notify the Green River College employee or office named in this release, in writing, to rescind it.

I understand that the specific information referenced on this form is being released to a third party at my request with the understanding that they will not release it to any other parties. Green River College is hereby released from all legal responsibility or liability for the release of the above-mentioned information.

Student Signature: _____ Date: _____

Students are advised to keep a copy of this consent form with their records.

OFFICE USE ONLY	Date: _____ Processed by: _____
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This document is available in alternative formats to individuals with disabilities by contacting Disability Support Services at 253-931-6460; TTY 253-288-3359; or by email at dss@greenriver.edu.

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