

REQUEST TO RELEASE INFORMATION

In accordance with The Family Educational Rights and Privacy Act (FERPA) of 1974, Helena College will only disclose confidential information from the education records of students *to parents, spouses, or other third parties* **provided there is a written consent from the student on file.** This form will also need to be completed if a student wishes to receive information about his or her account over the phone.

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

- Admissions Office
- Registrar's Office
- Financial Aid Office
- VA Benefits
- Business Office
- Disability Services
- TRIO Office
- Advising, Learning, and Career Center

1ST Step: STUDENT INFORMATION

Name (Last, First, Middle Initial)

Student ID Number

2nd Step: PICK YOUR SECRET QUESTION --(Authentication)

Please **CHOOSE ONE** question that will serve as the authentication question and provide the answer in the appropriate blank. When you or your third party designee calls for information, the answer to the appropriate question must be given. If you or your third party contact cannot answer the question and provide your student ID number, the information will not be released.

Elementary School

Favorite Teacher

Favorite Pet's Name

First Automobile

3rd Step: AUTHORIZE THIRD PARTY DESIGNEE

This part only needs to be completed if you would like information released to a third party. You will need to complete a form for each third party contact. If you would like to talk about your account over the phone, please continue to Authentication.

Name (Last, First, Middle Initial)

Daytime Phone

Current Address

Email Address

Please check the types of information you wish to be released:

- Application status, transfer evaluations, and/or residency status
- Grades/GPA, demographic, registration, academic standing, transcripts, placement scores, and/or graduation
- 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
- Participation and information related to Disability Services, VA Benefits, TRIO Student Support Services

4th Step: Authorization

By signing below, I consent that Helena College may disclose and discuss confidential information from my education record with me or the individuals listed above. *This release form will remain valid through my enrollment at Helena College unless specifically revoked in writing.*

Student Signature

Date

Revised: 8/2/12

Date Posted:

Initials: