



FERPA – Permission to Release Academic Records

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), Tacoma Community College is prohibited from providing certain information from your student record to a third party. This information includes grades, billing, tuition and fee assessments, 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 Enrollment Services permission to release information about your academic record to a third party. This includes information about your grades, class schedule, enrollment status, academic standing, and degree progress. The specified information will be made available only if requested by the authorized third party. The College will not automatically send information to the third party.

Student Information:

Name: _____ ctcLink Student ID: _____

Release Records to:

Name: _____ Date of Birth: ___/___/___

Address: _____

Phone Number: _____

Email: _____

Records to Release:

Consent for Full Access to Academic Records. Full access does not give authority to make changes to the student’s education record.

Consent for Limited Access to Academic Records. The following specific information or records:

Valid For:

One Time Use

Limited Use: This authorization expires on ___/___/___

Long Term Use: This authorization will remain in effect until I withdraw this authorization in writing.

I understand that by signing this release, I am waiving my right to keep this information confidential under the Family Education Rights and Privacy Act. I certify that my consent for disclosure is voluntary. I understand that this information may be released orally or as copies of written records.

Student’s Signature

Date