

# FERPA RELEASE OF INFORMATION FORM

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ SID \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of a student’s educational records. These records may include academic, financial aid, scholarship, athletics, veterans, and billing/account information. Records will not be released without prior written consent from the student. Certain information, defined as directory information, may be released without the prior consent of the student. **All sections must be completed for release to be valid.**

**Information to be Released (or revoked – see below)**

**Duration of this Authorization**

Complete access to all records with no exceptions

Until Date \_\_\_\_\_

Academic records

Until I graduate or am no longer enrolled/leave

Financial Aid, grants or scholarships records

Until I revoke FERPA Authorization

Billing records

Attendance records

Other, please specify: \_\_\_\_\_

**You are required to create a code word that you share only with the individual you have designated. The individual must know this code word in order to gain access to the records you have granted.**

**Code Word:** \_\_\_\_\_

**Release to (Recipient):**

**Revoke to (prior recipient):**

Organization	Organization
Name	Name
Phone Number	Phone Number
Relationship to Student	Relationship to Student

***By signing this form, I authorize Wenatchee Valley College to release and disclose information from my educational records as specified for the period of time indicated. This release remains in effect as specified or until I revoke this authorization in writing to the Student Records Office.***

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



*This page is for information purposes only. It is not required to be submitted with your form.*

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## ***Wenatchee Valley College Non-discrimination Statement***

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.

## ***Wenatchee Valley College Declaraciones de no discriminación***

Wenatchee Valley College está comprometido a una política de igualdad de oportunidades en el empleo y la matriculación de estudiantes. Todos los programas están libres de discriminación y acoso contra cualquier persona debido a raza, credo, color, origen nacional o étnico, sexo, orientación sexual, identidad o expresión de género, la presencia de cualquier discapacidad sensorial, mental o física, o el uso de un animal de servicio por una persona con discapacidad, edad, estatus o familias con niños, estado civil, religión, información genética, veterano descargado honorablemente o estatus militar o cualquier otra base prohibida por el RCW 49.60.030, 040 y otras leyes y reglamentos federales, o participación en el proceso de queja.

Las siguientes personas han sido designadas para atender consultas sobre las políticas de no discriminación y el cumplimiento del Título IX para los campus de Wenatchee y Omak:

- Para denunciar discriminación o acoso: Coordinador del Título IX, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- Para solicitar adaptaciones para discapacitados: Coordinador de acceso estudiantil, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: marque 711, sas@wvc.edu