



Consent for Release of Student Records

College of the Redwoods • Financial Aid Office

Student Name: _____ Student ID#: _____

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) prohibits the Financial Aid Office from disclosing a student's information to third parties (i.e. parent, spouse, etc) without the student's written consent.

New Privacy Policy: To help protect you against unauthorized release of your records; you must show your photo ID when requesting specific information about your student records in person.

Release of information over the phone: If you want the Financial Aid Office to be able to release your financial aid information via telephone to you or someone other than yourself, list yourself and the person(s) below. You must also provide a DIFFERENT "secret password"* for yourself and each person you authorize to call on your behalf, then sign and date below.

NAME OF PERSON	RELATIONSHIP	SECRET PASSWORD * (4-10 characters)
	(SELF)	

* Inappropriate passwords will not be accepted. CR staff reserves the right to determine what is considered inappropriate.

I hereby authorize the individual(s) listed above access to information regarding my financial aid records at College of the Redwoods. I understand that this only pertains to the Financial Aid Office and no other department on campus and that I have the right to rescind this request at any time.

SIGNATURE REQUIRED _____
Student Signature Date

Return completed form to the CR campus you plan to attend:

EUREKA: 7351 Tompkins Hill Road, Eureka, CA 95501, (707) 476-4182

ARCATA: 100 Ericson Court, Arcata, CA 95521, (707) 822-8619

DEL NORTE: 883 W. Washington Blvd., Crescent City, CA 95331 (707) 465-2326

MENDOCINO: 1211 Del Mar Drive, Fort Bragg, CA 95437, (707) 962-2606

KLAMATH-TRINITY: P.O. Box 1388, Hoopa, CA 95546, (530) 625-4846

FERPA allows schools to disclose records, without consent, to the following parties:

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, pursuant to specific State law