

Permission to Release Education Record Information

Requested By (Student):		Release To (Recipient):		Release To (Recipient):	
LAST NAME	FIRST NAME	LAST NAME	FIRST NAME	LAST NAME	FIRST NAME
STUDENT IDENTIFICATION NUMBER		ADDRESS		ADDRESS	
DATE		CITY, STATE, ZIP		CITY, STATE, ZIP	
EMAIL ADDRESS		(AREA CODE) PHONE		(AREA CODE) PHONE	

I, the undersigned, give IIT permission to release the following educational records* to the above named recipient.

- Grades
 Tuition Account
 Financial aid awards/documents
 Academic progress & status
 Other: _____

Purpose of release: (Please specify the records to be sent to each recipient.)

This signed release will remain in effect while I am enrolled at IIT or until such time that I may revoke the release by providing written notification to the Office of the Registrar. By submitting this signed electronic consent form, I hereby certify the information to be accurate and consent to the release of information as stated above.

STUDENT SIGNATURE	DATE
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*With certain exceptions, educational records are those records that are: (1) Directly related to a student; and (2) are maintained by an educational agency or institution or by a party acting for the agency or institution. See, 34 CFR 99.3.

Illinois Institute of Technology, in compliance with the *Family Educational Rights and Privacy Act of 1974*, ("FERPA") has designated the following items as *directory information*: student's name, address, telephone number; parents' names, address, telephone number; major field of study, class, enrollment status, anticipated degree date, participation in officially recognized activities, degree and awards received, most recent previous educational agency or institution attended by the student. Illinois Institute of Technology may disclose any of the above listed items without the student's prior written consent, unless the Registrar's Office or Financial Aid Office is notified in writing to the contrary.

All other student academic information is considered confidential and will not be released, with certain exceptions, without the student's written permission. You will find additional information about FERPA at the following Chicago kent website <http://www.kentlaw.edu/depts/reg/ferpa.html>

OFFICE USE ONLY

Action taken: Filed Held Other: _____

Copy of form sent to: _____

DATE

BY WHOM