



Admissions & Financial Aid Office

PO Box 496006, Redding, CA 96049-6006

Phone: (530) 242-7650

Release of Information Form

STAFF USE ONLY

Photo ID Processed by: _____

STRK Date: _____

In compliance with the Department of Education’s “Family Educational Rights and Privacy Act” (FERPA), information in your student record may not be released to a third party (parents, guardians, spouse, sponsor, etc.) without your written permission except as provided by law (See EC 76243, EC 76244). There must be good reasoning for a release of information to be approved, Shasta College has the authorization to approve or deny this request.

Student Information - Required:

Student ID#: _____ Date of Birth: _____

First Name: _____ Last Name: _____

Phone #: _____ Email: _____

Check the Box next to each department you are authorizing to release your information.

Financial Aid Release of Information

This information may include potential financial aid awards, disbursement amounts and dates, refund preference, required documents, received documents, and other eligibility requirements such as Satisfactory Academic Progress (SAP) standards.

Educational Record Release of Information

This information may include prior/current enrollment history, academic standing, billing information, grades received, required documents, received documents, and other educational information.

Authorized Person or Party #1

Name: _____ Relationship: _____

Date of Birth: _____ Social Security Number (Last 4): _____

Authorized Person or Party #2

Name: _____ Relationship: _____

Date of Birth: _____ Social Security Number (Last 4): _____

I authorize Shasta College to release my information to the individuals listed above. I understand I have the right to rescind this request at any time by submitting a signed request to the Admissions & Financial Aid Office. I also understand that these individuals will have access to my records notated above indefinitely unless I submit a “Release of Information Revoked form.”

Student Signature

Date