

IMPORTANT NOTES—PLEASE READ!

Signing this release *does not* entitle the recipient to make transactions on behalf of the student (e.g. registrations, transcript orders, etc.). It only enables the college to release the specified information to the recipient. Students are in control of their own educational records and must complete their own transactions.

This form must be signed and submitted by the student via one of the following methods: 1) sent from CCC email account; 2) in person, with photo ID, to Registration & Records; or 3) via a college/school representative who has verified the student's identity. We will not accept this form via any other method.

STUDENT INFORMATION

**Indicates required field*

Name* _____ Student ID/SSN* _____

Date of Birth* _____ Phone Number* _____

RECIPIENT INFORMATION (include full name)*

Family/Friend _____

Mentor/Advisor/Counselor _____

Sponsor _____

Employer _____

C-TEC Youth Career Advisor _____

WIOA/Workforce Advisor _____

Dept. of Human Services _____

Child Support Services _____

Other (please specify) _____

INFORMATION TO BE RELEASED*

Grades Only Student Account Information Financial Aid Information Academic Records

Disability Resource Center Information

All of the above (grades, student account info, financial aid info, academic records, Disability Resource Center info)

TIME PERIOD FOR RELEASE

Please indicate when you would like this release to expire: _____
MM/DD/YY

Note: If left blank, we will use the end of the current academic year as the expiration date for this release.

Student Signature* _____ **Date** _____

Return completed form to:

EMAIL: registration@clackamas.edu

IN-PERSON: Registration & Records, Roger Rook Hall, Oregon City campus
Student Services, Harmony East Building, Harmony Community campus
Student Services, Wilsonville campus

OFFICE USE ONLY	
Date Entered:	
Staff Initials:	