



Chesapeake College

Office of Records & Registration

P.O. Box 8, Wye Mills, Maryland 21679

410-822-5400, 410-758-1537, or 410-228-6340, ext 247

Fax: 410-827-5852

www.chesapeake.edu

STUDENT INFORMATION RELEASE AUTHORIZATION

Please complete this form to release the information requested to your parent(s) or another third party. Return completed form to the Office of Records and Registration.

Student's Name: _____ Student ID Number _____

Student's Address: _____

Student's Phone #: _____ E-mail Address: _____

I understand my Education Records (defined on page 2) at Chesapeake College are protected and, subject to certain exceptions provided by law, cannot be released without my written permission.

I authorize release of the following records:

I request the party listed below have access to **all** of my Education Records.

Or:

- | | |
|---|---|
| <input type="checkbox"/> Academic records data | <input type="checkbox"/> Financial aid/scholarships/ student account data |
| <input type="checkbox"/> Financial Services, including billing data | <input type="checkbox"/> Academic advising data |
| <input type="checkbox"/> Testing and assessment data | <input type="checkbox"/> Veterans benefits information |
- (Categories defined on page 2) **Please release the above records to:**

Name: _____

Organization/School (if applicable): _____

Address: _____

Phone number: _____ Password* _____

*(3rd party must provide for phone access to student record)

Records are being released for the following purpose:

Student's Signature: _____ Today's Date: _____

OFFICE USE ONLY

Student I.D. Provided: Driver's License Student I.D. Card Mailed-in notarized request

Staff Member's Initials: _____ Date: _____

Action Taken: Filed Held Completed Other: _____

Staff Member's Initials: _____ Date: _____ [7/1/08]

Definition of a student education record

A student's education record is a record that contains information directly related to a student that is maintained by an educational agency or institution on behalf of the agency or institution. Examples of documents that are part of a student's education record are: academic standing (probation/dismissal); advising notes (electronic or hard copy); skills assessment test scores; courses registered/completed; credits/CEU's earned; grades/QPA; graduation application/degree audit; rosters; student class schedule; registration statement; student bill; transcripts (Chesapeake or external); graded papers, tests, quizzes, projects or anything recorded as part of a student's official grade.

List of records covered in records release authorization, page 1

Academic records data

Academic standing
Class rosters
Class schedule
Courses registered/completed
Grade report
Graded papers, tests, quizzes, projects
Graduation application/degree audit
Mid-term grade report
Transcript (credits/CEU's earned, grades/QPA)
Registration statement
Student class schedule

Financial Services, including billing data

Student billing account information

Including:

1. PERKINS loan balances
2. Sponsorship billing information
3. Financial aid amount that covers or does not cover bill
4. Bookstore charges
5. Student Account Collection Balance if applicable
6. Deferred payment balance due/due dates
7. 1098T information/copy of form

Testing and assessment data

Academic Skills Assessment (ASA) scores
Dates assessment taken
Placement (based upon assessment scores)
Placement assessment exemptions (SAT/ACT)

Financial aid/scholarships/ student account data

Aid eligibility
Amount of bill covered by aid
Outstanding documents to complete file
Specific income information from file

Academic advising data

Advising notes
Recommended course sequencing
Remaining graduation requirements

Veterans benefits information

Amount of bill covered by VA benefits
Outstanding documents to complete file