



**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 2247

[www.chesapeake.edu](http://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. **This form must be presented by the student and the student must show an I.D.***

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.

(This authorization will not expire until revoked in writing by the student.)

**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\*: \_\_\_\_\_

(\*3<sup>rd</sup> party must provide pw for phone access to student record)

Records are being released for the following purpose:

\_\_\_\_\_

Student's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

**OFFICE USE ONLY**

Student ID Provided  Driver's license  Student ID  Mailed in notarized request

Action Taken:  Completed  Filed  Held  Other: \_\_\_\_\_

Staff Member's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

[9/27/17]

## 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