STUDENT REQUEST FOR RELEASE OF INFORMATION

*Please Print Legibly – Forms not completed with current/valid information will **NOT** be processed.*

Students Full Name: _____

CWC ID # or Social Security #: _____ **Birth Date:** _____ / _____ / _____

What are you requesting?

☐ Acceptance Letter - Term:_____ ☐ Enrollment Verification ☐ Long-term Release

Specific records that may be released: [check all that apply – DO NOT write "everything"]

☐ # of Credit Hours Registered ☐ Class Schedule ☐ Registration Statement

☐ Billing / Payment Information ☐ Grades ☐ GPA

☐ Financial Aid ☐ Other: _____

To whom are you releasing records to:

Name: _____

Relationship to you:

☐ Parent / Guardian ☐ Partner / Spouse ☐ Insurance

☐ Financial Aid / Scholarship ☐ Other: _____

Address or fax if necessary:

_____

Street or PO Box City State Zip

Fax: _____

(area code) --- / ------

_____ _____

Today's Date: [Required] **Date Release Expires: [Required]**

Student Signature: [Required]

- **Today's Date** is recorded as date consent becomes effective and **Date Release Expires** is when the consent is no longer valid. This expiration date can be changed at any time by the student contacting the Records Office.
- All requests **MUST** include **Today's Date**, **Date Release Expires** and **Student's Signature**.

Mail or fax completed form to:

Central Wyoming College - Records Office
2660 Peck Ave
Riverton, WY 82501

Fax: (307) 855-2092

Phone: (307) 855-2115

Central Wyoming College

IMPORTANT INFORMATION: PLEASE READ & SIGN AT THE BOTTOM

FERPA

- Under the **Family Educational Rights and Privacy Act**, students must consent to release of his or her educational records before CWC can share their records.
- **FERPA** applies to students attending any educational program at Central Wyoming College. Students are granted rights under **FERPA** if they are currently attending CWC or have been in attendance, regardless whether in a credit, no-credit, degree or non-degree credit program, (including high school dual credit, GED & ESL).
- Examples:
  - Parent/Guardian/Partner or Spouse may need your class schedule to know when to reach you in case of emergency.
  - Parent/Guardian/Partner or Spouse may need access to your billing & payment information so that they can check balance & submit payment.
  - Financial Aid/Scholarships or Insurance may want an enrollment verification & # of credits registered to determine discount or payment.
  - Students requesting CWC Faculty or Employee to be a reference when seeking employment or asking for letters of recommendation.
  - Other Relationship: May be child care or day care provider/ employer/ friend or other family member.