



Enrollment Services – Authorization to Release Student Educational Record Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the rights to privacy for all students by placing certain restrictions on the disclosure of information contained in the student educational records.

By signing and completing this form, you are authorizing Renton Technical College (RTC) to disclose specific information from your educational records to a specific individual, business, or legal office. This release will be kept in your student record.

Full Legal Name: _____ Date of Birth: _____

ctcLink Student ID: _____ Date: _____

I authorize RTC to release the following records (check all that apply):

☐ All Educational Records

☐ Class Schedule

☐ Transcripts

☐ Financial Aid Information

☐ Grades

☐ Billing/Tuition and Fee Information

☐ Other Record(s): _____

I authorize RTC to release the information I selected to:

Person/Company/Agency you are authorizing:

Phone Number: _____ Email Address: _____

Relationship to you: _____

This authorization will expire on the designated date below or if left blank, will expire one year from the date of my signature of this Release Form.

Signature _____ Expiration Date _____