



Release of Student Information

Office of Admissions and Records, Financial Aid and Fiscal Services

Citrus College student records are maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) and the California Education Code. Written consent is required for access and release of educational records as described in Citrus College Administrative Policy 5180.

Admissions & Records does not collect daily attendance records. Attendance records may be kept by some instructors for grading purposes, but that information is not readily available to Admissions and Records.

Students must present photo ID when turning in this form or the form must be notarized if submitted by someone other than the student.

Academic Year _____

Student Name _____ Student ID Number _____

I hereby grant permission to release information to (must present picture ID when picking up information):

Name of Person 1

Relationship of Person 1

Name of Person 2

Relationship of Person 2

Information to be released (requires student's initials on each approved item):

_____ Admissions and Records Information (i.e. enrollment, transcripts)

_____ Financial Aid Information (i.e. FAFSA, aid package)

_____ Fiscal Information (i.e. fees owed, refunds)

By signing below I authorize Citrus College to release the above information to the person(s) named above.

Student Signature _____ Date _____

To rescind the Release of Information please contact the Admissions and Records Office in person. Release of Information is only good for academic year listed above.

Office Use Only

Date Received _____ By _____ ID verified (attach copy)

Rescind Form: Student Signature _____ Date _____