



## REQUEST FOR RELEASE OF INFORMATION

The Family Rights and Privacy Act mandates that institutions must obtain written consent from students prior to disclosing any personally identifiable information from their education records. Such written consent must:

- a) Specify the record(s) to be released
- b) State the purpose of the disclosure
- c) Identify the party or class of parties to whom the disclosure may be made: and
- d) Be signed and dated by the student

I, \_\_\_\_\_, request that my  
Student

\_\_\_\_\_ Transcript

\_\_\_\_\_ Enrollment Verification

\_\_\_\_\_ Deferment Form

\_\_\_\_\_ Other – please specify \_\_\_\_\_

be released to \_\_\_\_\_ for the purpose of  
\_\_\_\_\_. I understand that by signing this release, the above names  
person/institution/company will have access to the record I have indicated on the form. If the  
release is for a person, that person will have to show a valid picture ID to a staff member of the  
Ivy Tech Community College in order to be granted access to the records.

I further understand that this is outside the normal policy for releasing educational records and I  
take full responsibility and release Ivy Tech Community College of any liability for allowing the  
above named person/institution/company to obtain my education record information.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date