

# STUDENT REQUEST FOR RELEASE OF INFORMATION



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

**IMPORTANT INFORMATION:  
PLEASE READ & SIGN  
AT THE BOTTOM**



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- **Today's Date** is recorded as date consent becomes effective and **Date Release Expires** is when the consent is no longer valid.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.**

- 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.

## 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