



RELEASE OF INFORMATION FORM

In compliance with the *Family Educational Rights and Privacy Act* (FERPA), students are afforded certain rights as with respect to their educational records. The College shall not release information to outside parties regarding a student’s progress, unless the student has granted such consent. With a student’s consent, the College may release information regarding attendance, enrollment status, or academic progress to designated parties.

The *Release of Information* shall indicate who may be provided information by the College; shall be signed by the student; and shall indicate the period of time for which the *Release* is in effect. A copy of the signed *Release of Information* shall be provided to the student.

The College bears no responsibility with regard to contacting parents or designated outside agencies regarding a student’s attendance, enrollment status, or academic progress. However, with a signed *Release of Information*, parents and designated outside agencies may request and receive such information, when such a request is deemed appropriate.

I hereby give Bates Technical College permission to share information regarding my attendance, enrollment status, and academic progress with the following persons/agencies:

- Department of Labor and Industries (L&I)
- Department of Social and Health Services (DSHS)
- Parents (name) _____
- Other: _____

Name of student granting permission:

Name (print)

Signature

Today’s Date

Release valid through (MO//YR)

Bates Technical College reaffirms its policy of equal opportunity and does not discriminate on the basis of race, ethnicity, color, creed, religion, national origin, gender, sexual orientation, age, marital status, gender identity, disability, or status as a disabled veteran or Vietnam era veteran in its programs and activities in accordance with college policy and applicable federal and state statutes and regulations. Bates publications are available in alternate formats upon request by contacting the Disability Support Services Office at 253.680.7010. Inquiries regarding Bates’ non-discriminatory policies, including Title IX, and ADA, should be directed to: For student matters, contact the Executive Dean of Institutional Effective and Student Success, at 253.680.7105 or lzhou@bates.ctc.edu. For employee matters, contact the Director of Human Resources, at 253.680.7180 or gkaufman@bates.ctc.edu.