



## Consent for the Release of Confidential Information

<b>Student Name:</b> _____	<b>Student ID #:</b> _____
<b>Mailing Address:</b> _____	
City	State
Zip Code	<b>Date of Birth:</b> _____
<b>Phone Number:</b> _____ <input type="checkbox"/> Home <input type="checkbox"/> Mobile <b>Email Address:</b> _____	

By completing this form, I authorize Fox Valley Technical College to release the following information (check all that apply):

**Academic Records** (example: grades, class schedule, student conduct)

**Student Account/Cashier Information** (example: amount due on a bill)

**Financial Aid Information** (example: scholarship, loan amounts)

**To:**  **Person:** \_\_\_\_\_ **Relationship:** \_\_\_\_\_

**Organization/Agency:** \_\_\_\_\_

I understand my records are protected under the Federal and specific State confidentiality laws and regulations and cannot be disclosed without my written consent unless otherwise provided for in the regulations.

I also understand that I may revoke this consent at any time except to the extent that action has been taken in reliance on it.

I further acknowledge the information to be released was fully explained to me and this consent is given of my own free will.

The College will honor your request until you notify Enrollment Services you wish to revoke the consent.

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

\_\_\_\_\_  
**Date**

- **Electronic signature is accepted only if form is submitted through the My Attachments feature in your MyFVTC account or via your FVTC issued student email account.**
- **If not submitting the form online, it can be printed, completed, and signed by the student at any FVTC location.**

### Office Use Only:

#### Process to Add to Student Record:

- Update/verify Bio/Demo information
- Add ROI indicator
- Add name of person/agency in comment
- Scan to Perceptive Content

#### Process to Revoke:

- Locate original ROI in Perceptive Content
- Add "SR-FERPA Revoke" stamp
- Print original ROI form with stamp
- Collect student signature
- Release ROI service indicator (multiple names: leave indicator but remove requested name).
- Scan to Perceptive Content

STAMP

Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Completed by: \_\_\_\_\_ Date: \_\_\_\_\_