



## Information Release Authorization Form

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

STUDENTS ID #: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Authorized Person(s): \_\_\_\_\_

### **Document Pick up (Please check mark all that apply):**

- Admission Documents (Acceptance Letter/ Application/ Letter of Recommendation/ Statement of Understanding/ Letter of Recommendation)
- Enrollment Packet (Mission /Community/ Orientation)
- Academic Documents (Official-Unofficial Transcripts/ Academic Progress Checklist/ Registration Forms/ Advising Log/ Institutional Warnings)
- International Student Information (I-20/ Passport/ Visa/ I-901 Receipt/ I-94/ I-797)
- Student Account Information (Tuition Statement/ Bank Statement/ Affidavit of Support/ Utility Bill)
- Other (Must be specific): \_\_\_\_\_

### **Document Drop off (Please check mark all that apply):**

- Admission Documents (Acceptance Letter/ Application/ Letter of Recommendation/ Statement of Understanding/ Letter of Recommendation)
- Enrollment Packet (Mission /Community/ Orientation)
- Academic Documents (Official-Unofficial Transcripts/ Academic Progress Checklist/ Registration Forms/ Advising Log/ Institutional Warnings)
- International Student Information (I-20/ Passport/ Visa/ I-901 Receipt/ I-94/ I-797)
- Student Account Information (Tuition Statement/ Bank Statement/ Affidavit of Support/ Utility Bill)
- Other (Must be specific): \_\_\_\_\_

I understand that I am authorizing the person(s) named above access to the above checked documents and purpose. I understand that this form is valid from the date signed until I give Sierra States University further notice or until I am no longer attending Sierra States University.

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Student's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

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Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*The Family Educational Rights & Privacy Act (FERPA), a federal law, requires that we have a written release with the student's signature and the name the individual to whom to release the document to. The document would be issued to the person indicated by the student in the written request. This requirement may be waived only if the person requesting the document is the legal guardian of the student whose record is being requested and has claimed him/her as a dependent on their tax return. In such a case a copy of the tax return or a copy of the "Power of Attorney" document is required. The document will then be released to the authorized person(s).