

Authorization to Release Information

Linn-Benton Community College protects the rights of students to have their records treated as confidential due to the Family Education Rights and Privacy Act (FERPA) of 1974. FERPA allows the college to provide certain directory information upon request unless the student has opted to restrict information.

If you would like Linn-Benton Community College to provide information to your parent, spouse, sponsor, agent, or other person you choose, you will need to sign the authorization below. LBCC is not requiring you to sign this authorization, but will not be able to provide certain documents or information without your written permission.

Student Name: _____ LBCC ID Number: _____

Authorized Contact(s)/Sponsor Name: _____

Relationship: _____

Information to release

Veterans Class Schedule Transcripts
 Grades Financial Aid Billing Information
 Other _____

In order to allow others to assist me with my education, I authorize Linn-Benton Community College to release information regarding my application process, immigration status, medical or health-related issues, or academic program to the individual(s) listed above upon request. This form will remain valid for two years from the date signed unless otherwise specified. (Date of Expiration: ___/___/___)

An access code can be used if the student wishes to grant phone access.

An access code must have 6-10 characters, at least one number, at least one letter, and no special characters (@#%\$&).

ACCESS Code: _____

In cases of emergency, I authorize LBCC to provide information required to alleviate the emergency to the Emergency Contact I entered through WebRunner.

Student's Signature: _____ Date: _____