



**FOR OFFICE USE ONLY:**

Photo ID Verified by: \_\_\_\_\_

Entered in Banner by: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**Please note:** This form must be submitted to the college by the student. A photo ID will be required at time of submission. **No copies, faxes, or emails of this form will be accepted.** If you have further questions, please contact the QVCC Records Office at 860-932-4010.  
*\*This form does not apply to Financial Aid\**

### AUTHORIZATION TO RELEASE INFORMATION

**Student Name:** \_\_\_\_\_ **Student Banner ID: @** \_\_\_\_\_

**Address:** \_\_\_\_\_

I authorize Quinebaug Valley Community College to disclose my educational records to the persons I have identified below for the purpose of supporting my academic progress and/or coordination of disability services. I have initialed below the categories of information that may be disclosed.

- \_\_\_\_\_ Educational
- \_\_\_\_\_ Career/Vocational
- \_\_\_\_\_ Billing/Accounts Receivable
- \_\_\_\_\_ Other: (please specify) \_\_\_\_\_
- \_\_\_\_\_ Disability Services

**You may release these records and information to:**

- Parents/Guardian name: \_\_\_\_\_
- Department of Bureau of Rehabilitation Services: \_\_\_\_\_
- Another College: Name: \_\_\_\_\_
- High School: Name: \_\_\_\_\_
- Other: (specify) \_\_\_\_\_

I understand further that: (1) I have the right not to consent to the release of my education records; and (2) that this consent shall remain in effect until revoked by me, in writing but that any such revocation shall not affect disclosures made by Quinebaug Valley Community College prior to the receipt of any such written revocation.

\_\_\_\_\_  
**Student's Signature**

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

**NOTE:** This document, when completed by the student, authorizes, but does not require, the College to disclose personally identifiable information pertaining to the student that is maintained in College records. The College reserves its right under federal law to decline to disclose such information when, in the exercise of the College's judgment, it determines it is not appropriate to disclose such information.