

Permit to Disclose Personally Identifiable Information From Educational Records

The following information is required by the Family and Educational Rights and Privacy Act of 1974, as amended, in order for the College to be authorized to release the information you indicate. This procedure is followed to protect your privacy. Please complete the form below and return it to any campus Enrollment Services Office.

- Hold for student pick up of requested information
- Mail requested information

1. The record(s) to be disclosed is (are):

- Information from your TCC Application for Admission form
- Permanent record (grades, GPA, degrees, etc.)
- Enrollment record(s) for _____ Year _____
- Other (describe: i.e., estimated completion date, previous graduation, etc.)

2. The purpose(s) of disclosure is (are):

- Certify current enrollment at Tidewater Community College
 - College level (credit/unit)
 - Full-time (12 or more credit hours)
 - Part-time (less than 12 credit hours)
 - Workforce Development (CEU or non-credit program)
- Certify past enrollment at Tidewater Community College
- Defer payment to _____
- Other (describe) _____

3. The person or organization to whom this disclosure is to be made:

Name of party _____
 Address of party _____

Signature of student (Authorization to release)	Date	Campus of Record
Print full name	Social Security number*	SIS ID
Street address	Telephone number (contact or message #)	
City	State	Zip
Person processing		Date

*Providing your Social Security number is not required but highly recommended. If not provided, access to some services will be limited.