

Student Name (Please Print) \_\_\_\_\_

Date of Birth \_\_\_\_\_

**YOU MUST ANSWER ALL 3 SECTIONS LISTED BELOW**

1. Records to be disclosed (please be specific): Choose only ONE option of either A, B, or C  
(Choose all that apply)

A.  Course Schedule       Grades/GPA       Tuition Balance/Payments       Financial Aid Status

**OR**

B.  Release only the following information from my educational records (please specify):

\_\_\_\_\_

**OR**

C.  Release all educational records/information.

2. Persons named in this release can access records indicated above in two ways:
- In person, visit the Registration office at any campus and present a photo ID and the Security Code indicated below.
  - Over the phone, caller must identify his or herself and provide Security Code. If no Security Code is provided, no information will be released.

Person/Organization to whom information is to be released:

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

\*Security Code: \_\_\_\_\_ \*Security Code: \_\_\_\_\_

\*This code must not be the student's myAims password or date of birth. Assign a unique security code to each person/organization named in this release. We recommend the security code be at least six characters long and include a combination of letters and numbers.

3. Release is valid for a maximum of **one full calendar** year unless revoked by student in writing. If less than one year, authorization to release expires (date): \_\_\_\_\_. *(If left blank, authorization to release expires one year after signing.)*

By signing below, I am authorizing Aims Community College officials to release to the person/organization specified above the information specified above for the period I have indicated.

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

Date \_\_\_\_\_

Return this form to Registration and Records in person, by mail, or email.

By mail: Aims Community College      In person: At any Aims Campus      By email: Records@aims.edu  
ATTN: Registration & Records  
5401 W 20th St,  
Greeley, CO 80634

Please refer to the current Aims Community College Catalog for information regarding the release of information. In compliance with the Family Education Rights and Privacy Act (FERPA) regulation 34 C.F.R. part 99.30, the disclosure of information from a student's education record requires the parent or eligible student to provide signed and dated written consent before Aims Community College discloses personally identifiable information from the student's education records, except as provided in section 99.31.

<u>SPACMNT Note</u>	<u>Registration &amp; Records use only</u>	<u>Entered</u>
Date: _____	<u>Received</u>	
Initials: _____		