



San Diego College of Continuing Education Consent to Release Student Educational Records

ALL TRANSCRIPT REQUEST WILL BE PROCESSED WITHIN 10 WORKING DAYS, THIS RELEASE IS VALID FOR ONE (1) YEAR FROM DATE SIGNED BY THE STUDENT, FIRST TWO (2) CE TRANSCRIPTS ARE FREE, THEN \$5.00 PER TRANSCRIPT

The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits the disclosure of information contained in your educational records to a third party, unless you provide written consent. You must complete a separate form for each third party to whom you grant access.

PLEASE PRINT - ALL INFORMATION MUST BE COMPLETED

Section A – Student Information	
Name: (Last, First, Middle Initial)	Social Security Number <i>(if applicable)</i> :
	Date of Birth:
Home Address: (Street, apartment number, city, state, zip code)	Telephone:
	Email address:
Other Names Used:	
Section B – Individual/Institution/Agency	
Name:	
Address: (Street, city, state, zip code)	Telephone:
Section C – Student Certification	
<p>I, _____, give consent to the San Diego College of Continuing Education to <small>(Student's Name)</small> release my educational records to the third party designee listed in <i>Section B</i> above. The only type of information that is to be released under this consent is: <i>(check all that apply)</i></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Transcript <input type="checkbox"/> Attendance </div> <div> <input type="checkbox"/> Enrollment verification <input type="checkbox"/> Degree verification <small>(for employment or admission to other schools)</small> </div> <div> <input type="checkbox"/> All records </div> </div> <p><input type="checkbox"/> Other: (specify) _____</p> <p>_____</p> <p>Dates of Attendance (Approx. Years) _____ Campus/Sites Attended _____</p> <p>Courses Completed _____ Was this for High School Credit? _____ Received High School Diploma? _____</p> <p>Did you take the ACTUAL GED TEST? _____ Where? _____ Received GED Certificate? _____</p> <p>Was this under a special program? (Military, GAIN, etc.) _____ What program? _____</p> <p>Any other information which might assist us in locating your records? _____</p> <p>_____</p> <p>Student Signature: _____ Date: _____</p>	