



Student Educational Records Release Form

Original Adoption: June 1, 2007
Effective Date: June 1, 2007
Last Revision: June 30, 2014

Permission to Access, Relocate, or Release Student Educational Record Information Form

I, _____ request permission to:
(Please Print Name)

Relocate Student Educational Record's files from _____ to _____
(Explain means of transporting files with least disruption to function of office) (location) (location)

Give electronic/computer access to _____ Position: _____
 Release student record information to for the purpose of:

 Alter, remove, or delete electronic files. Reason:

Transfer, or change storage medium. Reason:

Date expected to begin: _____

Date of expected completion: _____

Years to convert: _____ to _____

Signed: _____ Date: _____
(Requestor)

Approved/Disapproved: _____ Date: _____
(Registrar)

Policy Reference: LCTCS Policy # 4.010 Record Retention and Disposal
LTC Policy #SA1930.207 Confidentiality of Student Records
LTC Policy #SA1930.252 Records Retention
LTC Policy SA1930.266 Student Records
LTC Policy #SA1930.208 Custodial Authority of Student Educational Records
Solomon Laws 1995, 1996, 1999, 2005

Approved:



Dianne Clark
Interim Director