

As a student, you have the right to keep your education records private. The Family Educational Rights and Privacy Act of 1974 (or FERPA) protects the privacy of education records of all students. Under Section 49061 of the Education Code, parents of community college students do not have a right to access to their children’s student records, regardless of whether the student is under the age of 18. The RCC Admissions and Records department honors your privacy. If you choose to give any information to a person or agency, you may fill out this form to process your request. ***For Admissions and Records office use only. A copy of the student’s Photo Identification must be attached to this form for the requested information to be released.***

Student Information:

Student Name: _____
Last Name First Name Middle Initial

Student ID: _____ **Date of Birth:** _____
Month Day Year

As a student of Riverside City College, I _____ give _____
Print Your Name Authorized Designee
 permission to request/receive the following:

- TRANSCRIPTS
- ENROLLMENT VERIFICATION
- PAYMENT RECEIPT (Includes class schedule)
- HIGH SCHOOL DUAL ENROLLMENT TRANSACTION or INFORMATION
- INTERNATIONAL APPLICATION PROCESSING

By signing this form and providing a copy of my identification, I understand and approve the release of my information to the above named authorized designee. I also understand that this documentation is valid for this occurrence only.

Student Signature: _____ **Date:** _____

Student’s Authorized Designee:

I confirm that I am only requesting this information as the designee of the above named Riverside City College student. Furthermore, I understand that in order for this request to be processed I must have my photo I.D. present and that I will only be allowed this information **once**.

Authorized Designee’s Name (Please Print): _____

Authorized Designee’s Signature: _____ **Date:** _____

OFFICE USE ONLY	
Notes: _____	_____
_____	_____
	<small>A&R Tech Date</small>