

Office of Admissions and Records
5001 Lake Land Blvd.
Mattoon, IL 61938

Student Information Release Authorization

In compliance with the *Family Educational Rights and Privacy Act of 1974* and the Lake Land College Board of Trustees *Policy 07.11 Confidentiality of Student Records*, the college is prohibited from releasing information from your educational record to a third party, such as information on grades, academic standing, tuition and fees assessments, financial aid (including grants, scholarships, work-study or loan amounts) and other student information. This restriction applies, but is not limited to, your parents, spouse, or a sponsor.

You may, at your discretion, authorize Lake Land College to release information from your educational record by submitting a completed Student Information Release Authorization. You must submit a separate request for each third party to whom you grant access to information in your educational record. The information will be provided only when requested by you or the authorized third party. The College does not automatically release the information. *Information will be provided in-person or mailed to the address listed below. The college does not release student record information over the telephone or via fax or email.*

Submit your completed form to the office above. This authorization must be presented and signed in person and is valid only for the year noted above. You may revoke your authorization at any time by submitting a written request to the address above.

Student Information

Student Name (Last, First, MI) _____ LLC Student ID Number _____

Date of Birth _____ Phone Number _____

Authorized Third Party and Information to be Released

Name (Last, First, MI) _____ Relationship to Student _____

Street Address _____ City, State, Zip Code _____

- A. Enrollment status, course placement, grades, academic standing, class schedule, registration holds
- B. Billing statement, charges, credits, payments, past due amounts and/or collection activity
- C. Financial aid awards, application data, eligibility, disbursements, satisfactory progress
- D. Other: _____

Certification

Student Signature _____ Date _____