



## CONSENT TO RELEASE INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 prohibits Ogden-Weber Technical College from releasing certain personally identifiable information (PPI) from a student's record to a third party without the student's explicit written consent. This form serves as written consent when properly completed.

This request allows the release of all student academic information (admission application information, attendance, progress, schedules, testing, transcripts), financial account information (debt information, holds, payment information, tuition and fee balances), Federal and State financial aid records, and any other document pertaining to student academic, financial account, and financial aid records

### STUDENT INFORMATION:

Name:

Phone Number:

Student ID#:

Date of Birth:

### RELEASE TO:

Name:

Relationship:

Email Address:

Phone Number:

Purpose of Release:

### CONSENT TO RELEASE:

I give permission to Ogden-Weber Technical College to release my student academic record. By signing and submitting this form to Student Records, this authorization is ***valid for one year*** from the date signed. This authorization may be rescinded only with a signed written statement submitted to the Ogden-Weber Technical College Records Office.

\*Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***\*AUTHORIZATION MUST BE SIGNED IN THE PRESENCE OF AN OGDEN-WEBER TECHNICAL COLLEGE EMPLOYEE***

### OWTC Campus Use Only:

Employee Verifying Student's Identity (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Form up-dated Feb. 2024)

### Return Completed Form to Student Records

200 N. Washington Blvd – Ogden, UT 84404 | Phone: 801-627-8392 | Fax: 385-469-0861 | Email: [records@otech.edu](mailto:records@otech.edu)