

# WAUKESHA COUNTY TECHNICAL COLLEGE

## Authorization to Release Educational Record Information

**Registration and Records**  
800 Main Street, Pewaukee, WI 53072  
262.691.5280 (Phone)  
262.691.5123 (Fax)  
records@wctc.edu

Name \_\_\_\_\_  
Last First Middle Maiden

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Student ID/Social Security # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

I hereby authorize Waukesha County Technical College of Wisconsin to disclose the following education records (check all that apply)

Academic record     Academic transcript     Course registration and enrollment  
 Tuition & fees     Financial aid  
 Other (specify) \_\_\_\_\_

### Release information to:

Organization/institution/individual \_\_\_\_\_

Name or title of recipient \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Currently enrolled     Last enrolled \_\_\_\_\_  
Year Major

### Reason for release (required)

Application for employment     Admission to an institution     Financial aid agency  
 Parent     Shared programs  
 Letter of recommendation     I waive the right to review this letter. (Please check)  
 Other (Please explain) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

The Family Educational Right and Privacy Act of 1974 ("FERPA") is federal legislation that protects students' **education records**. School officials must protect the privacy of education records and are not permitted to disclose personal identifiable information without consent.

### Directions for Student

A separate Authorization of Academic Disclosure Form is required for any organization/institution/individual who may be called upon to disclose education records.

### Directions to WCTC staff and faculty

An Authorization of Academic Disclosure Form, completed and signed by the student, must be in your possession before disclosing education records such as grades, attendance, or reference letter.

To revoke authorization or any questions regarding this policy should be directed to the Registrar's Office, Waukesha County Technical College (262.691.5266.)



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