



**Academic Advising/Enrollment/Student Records**  
 2500 Carlyle Avenue • Belleville, IL 62221-5899  
 866-942-SWIC (7942) • (618) 235-2700 • Fax (618) 222-1370

**Office use only:**  
 Student allows parent/guardian/designated representative to discuss grades and academic status with Student Services and Instruction.

## AUTHORIZATION TO RELEASE STUDENT INFORMATION

I authorize Southwestern Illinois College under the guidelines of the Family Educational Rights and Privacy Act of 1974 (FERPA) to release or discuss the educational records indicated below to the individuals or agencies also listed below. FERPA is a federal law designed to protect the privacy of education records, to establish the right of students to inspect and review their educational records, and to provide guidance for the correction of inaccurate and misleading data through informational and formal hearings.

Information to be released by Student Services and Instruction —check those that apply:

<input type="checkbox"/> Academic Standing (GPA)/Earned Degrees <input type="checkbox"/> Courses in Progress <input type="checkbox"/> Enrollment Status <input type="checkbox"/> Written Statements <input type="checkbox"/> Academic Information for Military Benefits	Check the applicable term(s): <input type="checkbox"/> Fall ____ (year) <input type="checkbox"/> Spring ____ (year) <input type="checkbox"/> Summer ____ (year)
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Identify the person or agency Student Services is authorized to release the above information to:

Name(s)/Agency Name(s): \_\_\_\_\_

Delivery method: Please check one.

Email: \_\_\_\_\_

\*In-person pickup: \_\_\_\_\_

Mail: \_\_\_\_\_

Address City State Zip

Phone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Fax: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Student's Name (Printed): \_\_\_\_\_ SSN or ID: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

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

Student's Permanent Address: \_\_\_\_\_

City State Zip

Student's Telephone Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

**Office Use Only**

**ID Verified:**

Date: \_\_\_\_\_

Initials: \_\_\_\_\_

\*Physical documents can only be picked up by student with an ID unless otherwise noted.