



AUTHORIZATION TO RELEASE INFORMATION

800 Mickelson Drive
Rapid City, SD 57703-4018
605-718-2400 Fax: 605-394-2204
Toll Free: 1-800-544-8765
www.wdt.edu

Student's Name: _____ Student ID#: _____
(Not Social Security #)

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Western Dakota Tech (WDT) must receive a student's authorization to permit WDT to release academic and financial information to third parties.

Students requesting WDT to provide academic and/or financial information to a third party must submit this completed Authorization to Release Information to the registrar's office **before** WDT can provide the information to any third party on behalf of the student.

The undersigned student hereby permits Western Dakota Technical Institute to release the following information (*check all that apply*):

- Academic Records Financial Records

to the below-specified persons/agencies:

Name: _____

Address: _____

Name: _____

Address: _____

Information will only be released upon verification of identity of the specified above persons/agencies. A valid ID, personal identification number (PIN), or password may be presented to confirm identify. The PIN or password that I choose to serve as identity verification will be _____. I understand that it is my responsibility to provide the above specified persons/agencies with this PIN or password if I so choose. I acknowledge that it is my responsibility to ensure the PIN or password I have chosen remains secure.

This consent to release information shall be valid throughout the student's application for enrollment and during a student's enrollment. This authorization may be rescinded at any time by the student by submitting a written statement to WDT's registrar's office.

I have read and understand the contents of this consent form pertaining to the Family Educational Rights and Privacy Act of 1974.

Student's Signature: _____ Date: _____

Internal use:

Permissions Updated PIN/Password Entered by _____ (initials) on _____ date