

We only accept this form in person with photo ID.

Enrollment Services
Phone: (541) 463-3100
Fax: (541) 463-3995
4000 East 30th Avenue
Eugene, OR 97405-0640



STUDENT INFORMATION RELEASE

Student Name _____ Student Number _____
(Please print)

DIRECTORY INFORMATION

It is the policy of Lane Community College to release **DIRECTORY INFORMATION** (name, period of enrollment, degree awarded, honors, major field of study and date of graduation) as requested by any third party unless otherwise specified by the student.

- A. I **restrict** Lane Community College from releasing my **DIRECTORY INFORMATION**. ***Absolutely NO information will be released except to individuals who have your current password, or unless you appear in person and present photo ID.*** This restriction will remain in effect unless otherwise amended by you and does not affect any information previously released.
- B. **Revoke Restriction**

ADDITIONAL INFORMATION RELEASE

Complete section A or B or C

- A. To facilitate services to you, you may wish to establish a password that would allow the College to release admission, financial aid, and financial information to you and others who know your password.
- I **authorize** the release of additional information to individuals who have my password. **See back of this form for details and information to be released.** I understand this release will remain in effect unless otherwise amended by me and that the changes will not affect any information previously released.

PASSWORD: _____ (No more than 10 characters)

PLEASE NOTE: Lane Community College ***will not*** release your password. It is your personal responsibility to keep this information confidential.

-----OR-----

- B. To change or revoke your password, you must complete the appropriate section below and submit this form in person to the Enrollment Services Advisors. **You must provide photo ID to change or revoke your password.**

Change Password **OLD PASSWORD:** _____
NEW PASSWORD: _____

- C. **Revoke Password**

Student Signature _____ Date _____

OFFICE USE ONLY:

Entered by _____ Date _____

Types of information that **WILL** be released with a password:

REGISTRATION

class drop dates
class name
number of credits
period of enrollment
degree awarded
date degree earned
honors
major field of study
date graduated
number of credits earned
status of application

FINANCIAL AID

charges, payments, and credits
student budget amounts
enrollment level information
types of awards
award amounts and status
student satisfactory academic progress status
Stafford Loan lender
default or repayment information

FINANCIAL TRANSACTIONS

charges, payments, and credits

Types of information that **WILL NOT** be released:

REGISTRATION

grades
transcripts
class time/location
passwords
PIN numbers
student ID numbers
GPA (grade point average)
Address and phone number
residency status

FINANCIAL AID

parental information