

*We only accept this form in person with photo ID.*

Enrollment Services  
Phone: (541) 463-3100  
Fax: (541) 463-3995  
4000 East 30<sup>th</sup> 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.

- 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.
- Revoke Restriction**

### ADDITIONAL INFORMATION RELEASE

#### Complete section A or B

- 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.

**STUDENT ID NUMBER:** \_\_\_\_\_ L \_\_\_\_\_

**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:** \_\_\_\_\_

**Revoke Password**

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

#### OFFICE USE ONLY:

Entered by \_\_\_\_\_ Date \_\_\_\_\_ Scanned date \_\_\_\_\_

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

**REGISTRATION**

**FINANCIAL AID**

**FINANCIAL TRANSACTIONS**

|                          |   |                                |
|--------------------------|---|--------------------------------|
| class drop dates         | status of application                         | charges, payments, and credits |
| class name               | student budget amounts                        |                                |
| number of credits        | enrollment level information                  |                                |
| period of enrollment     | types of awards                               |                                |
| degree awarded           | award amounts and status                      |                                |
| date degree earned       | student satisfactory academic progress status |                                |
| honors                   | Stafford Loan lender                          |                                |
| major field of study     | default or repayment information              |                                |
| date graduated           |   |                                |
| number of credits earned |   |                                |
| address and phone number |   |                                |
| residency status         |   |                                |

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

**REGISTRATION**

**FINANCIAL AID**

|                           |                      |
|---------------------------|----------------------|
| grades                    | parental information |
| transcripts               |                      |
| class time/location       |                      |
| passwords                 |                      |
| PIN numbers               |                      |
| student ID numbers        |                      |
| GPA (grade point average) |                      |