

Student Name: _____ 'L' Number: _____

Part 4: Students and parents should read and keep a copy for their records.

Acknowledgement/Release of Information

Sharing of student information between school district staff and Lane Community College staff requires a release of student record information, which is covered by the Federal Educational Rights and Privacy Act (FERPA). Without this release, progress reports and grades cannot be reported to the high schools.

I agree to and authorize the release of the following information to my high school and school district:

- Registration information in Referral courses (grades, attendance, transcripts, student ID Numbers, GPA (grade point average), class drop dates, class name, number of credits, period of enrollment, number of credits earned, address and phone number).
- Financial Information (charges, payments, credits, status of application, awards amounts and status (when stipends are involved))
- I understand that the college cannot discuss student's class attendance, academic progress, or grades with parents or guardians, or anyone else, except as identified above to my high school and school district, without written permission from the student. See [Lane's FERPA policy](#)
- I understand the release of information will remain in effect until I graduate high school.

As a HS Connections RTEC student, I understand the following:

- As a student taking classes I am choosing to complete college level course content. Classes may be a blend of underage and adult students, which creates an adult-oriented learning environment. I recognize that course content, instructor focus, and class discussions will not be amended to account for my age.
- I authorize the release of myLane's financial aid requirements and award letter to High School Connections to ensure my academic eligibility for financial aid after graduation.
- If applicable, I have read and signed [Lane's Under 18 policy](#), which was presented to me when I applied for online admission to Lane. If instructors indicate that they would prefer not to have a student under 18 in their class, I will be sure to use myLane to drop the class prior to the [stated refund deadlines](#).
- I understand that all policies regarding grading, class attendance, registration deadlines, payments on account and college procedures apply to me and exceptions will not be made because of my age or status as a dually enrolled high school student. I will be expected to use myLane to register for classes, make adjustments to my schedule, review and access my Account Summary for any charges assessed, and review my unofficial transcript, which will reflect my grades.
- Grades earned in classes will appear on my permanent college transcript. They will not be eligible for adjustment at a later date and will impact future [financial aid](#) and/or [Academic Progress Standards](#).
- Tuition and fees assessed on all classes will be under my name and I will be responsible for ensuring that my account remains in good standing. I understand that my account balance must be paid within 120 days after being assessed the charges. After that date, my account will move to a collection status, regardless of my age. Students who have past due accounts can only register after their student account has been paid in full.

Completed form (with all signatures) must be submitted to the High School Connections Office

Lane Community College

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