Release of Information 2024-2025
Office of Community Standards & Student Conduct

Student Information

_____ _____
Last *First* *MI* *Student ctcLink ID #*

Purpose of This Form

In accordance with the Family Educational Rights and Privacy Act (FERPA), a student may designate a release of their information to a third party by completing this form. Without written consent, Highline College will not disclose a student's conduct information to anyone other than the student. Students must be aware that this release:

- Applies only to the release of student information you indicate below.
- Is valid from the date of this signed form to June 30, 2025. Students must complete a new release form each year to continue to allow the release of student conduct related information to a third party.
- Must be signed and returned to the Office of Community Standards & Student Conduct

Select Records to Release

Place a check by the information you want released to the designee:

- ☐ Student Conduct Disciplinary Meeting Summons letter
- ☐ Information of the allegations through the Student Conduct Office regarding my case
- ☐ Consent to have _____ attend my Conduct meeting
- ☐ Any and all student conduct related information

Purpose

Reason for Your Request:

_____

_____

Authorization and Signature

I hereby authorize Highline College Office of Community Standards & Student Conduct to exchange information with the designee identified below:

_____ _____
Last *First* *MI* *Phone Number*

_____ _____
Organization Name (if applicable) *Relationship to Student*

I understand that my release of information can be revoked at any time. This release is specifically with the Office of Community Standards & Student Conduct. This release is specific to the person or organization listed above. I understand that outside of this release, the continued confidentiality of my records is protected by law. I understand this release ends June 30, 2025.

Student Signature: _____ Date: _____

Student Conduct Officer Signature: _____ Date: _____

The college provides equal opportunity in education and employment and does not discriminate on the basis of race, color, national origin, age, disability, sex, sexual orientation, marital status, creed, religion, or status as a veteran of war. Prohibited sex discrimination includes sexual harassment (unwelcome sexual conduct of various types). Students who need disability accommodations should contact Access Services, email: access@highline.edu, phone: (206) 592-3857