

STUDENT RELEASE OF CONFIDENTIAL INFORMATION

College of the Ozarks
Dean of the College
Point Lookout, MO 65726

Students may authorize the release of confidential information to a third party by completing this form and returning it to the address above. If you have any questions please contact the office of the Dean of the College at 417-334-6411 x 2278.

Student's Name: _____

Student's ID Number: _____

Person authorized to receive or request information:

(Name)

Address where information should be sent. (Notify this office of address changes.):

(Street Address or P.O. Box)

(City)

(State)

(ZIP)

(____) - ____ - ____ - ____
(Area Code)

Personal Identification Number: ____ - ____ - ____

(Please choose a **PIN** number by putting *3 random characters in the 6 blanks*. This will allow the staff to identify the authorized individual when he/she calls to request information by telephone. Please record this number on the attached information form which the authorized individual will retain.)

I authorize the release of confidential Academic information, including midterm progress and final grades, to the person named above. This release does not apply to other information (counseling, health, and financial) protected by the *Family Educational Rights and Privacy Act (FERPA)*. Authorization is valid as long as the student is enrolled at the College of the Ozarks, or until cancelled in writing by the student. Notification of the cancellation may be provided to the authorized party.

Student's Signature: _____

Date: _____

**STUDENT RELEASE OF CONFIDENTIAL INFORMATION
(AUTHORIZED INDIVIDUAL INFORMATION SHEET)**

College of the Ozarks
Dean of the College
Point Lookout, MO 65726

By signing a Student Release of Confidential Information form, students may authorize the release of confidential information to a third party.

The following information may be provided to the authorized individual: midterm progress report, final grade report.

Name of authorized individual: _____

Personal identification number: ____ - ____ - ____

For telephone assistance please call:

Registrar's office: (417) 334-6411 x 4223

Office of the Dean of the College: (417) 334-6411 x 2278

Office Hours:

Monday – Friday, 8:00 – 5:00 while school is in session

Monday – Friday, 7:30 – 4:00 Summer