



Career and Community Education

CONSENT TO DISCLOSE EDUCATIONAL RECORDS TO THIRD PARTY

In accordance to the Policy and Procedures Relating to the Protection of the Educational Rights and Privacy of Students (Administrative Procedure Manual A7.022), WCC's Career and Community Education office must obtain written consent from a student / client before disclosing information from the education, training, and/or assessment records of the student / client. Student records will be limited to course confirmations, attendance data, grades, test scores, assessment data, progress records, program completion data, certificates, and similar student records. Sensitive personal student information will not be disclosed or transmitted by WCC.

I hereby authorize WCC's Career and Community Education office to release information and records of my education and training to the following office(s) :

Name of Agency / Office	Name of Case Manager or representative (if available)
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I have read and understand the Consent to Disclose Educational Records to a Third Party. My signature below signifies my approval to disclose educational records with the agencies and offices listed above.

Student Name – Print Please	Student Signature	Date
Parent Name (if student is under 18 yrs.)	Parent Signature (if student is under 18)	Date