File Authorization / Disclosure of Information

Student Name: _____ ID Number: _____

NOTE: Information will NOT be given over the phone. Persons requesting information in office must verify identity. All other requests must be in writing with a signature from the authorized person. This authorization is in effect until cancelled in writing by the student.

Please note that this form does NOT serve as a Release of Information for Integrated Student Health Center information, as those records are protected under HIPPA. If you would like to grant permission for ISHC staff to discuss medical/counseling issues with someone, please complete the Release of Information form FROM ISHC, located on the website at http://www.oit.edu/campus-life/student-health/forms.

I authorize the following persons/institution/agency to receive information regarding my student records (please print):

1.	First Name	Last Name	Relationship ☐ Mother ☐ Spouse ☐ Father ☐ Other
	Phone Number	Address	
2.	First Name	Last Name	Relationship ☐ Mother ☐ Spouse ☐ Father ☐ Other
	Phone Number	Address	
3.	First Name	Last Name	Relationship ☐ Mother ☐ Spouse ☐ Father ☐ Other
	Phone Number	Address	

For Oregon Tech to release information, the authorized person must know this passcode.

Passcode: _____

I authorize the following offices to release information to the above named parties:

- ☐ Business Office *(Includes but not limited to: Cashier's Office, Accounts Receivable, Accounts Payable, and all Federal Perkins and Institutional Long Term Loans)*
- ☐ Registrar's Office *(Includes but not limited to: Academic Standing, Grades, Transcripts, Major, Term Registration, Residency, Class Schedule)*
- ☐ Financial Aid
- ☐ Housing and Residence Life
- ☐ Dean of Students
- ☐ Student Success Center *(Testing, TOP, Career Services, Disability Services)*

Student's Signature: _____ Date: _____

Please return this completed form to the OIT Registrar's Office, 3201 Campus Drive, Klamath Falls, OR 97601
This form will be saved to your electronic student file. 11/18 revised