



### 2025-2026 Student Information Release Authorization

If you would like a third party to have access to your educational records at Coastline, Orange Coast, or Golden West Community College, please complete all items below and submit the form to the Enrollment Center. It can be submitted in person or via email to [arinfo@occ.cccd.edu](mailto:arinfo@occ.cccd.edu). It **MUST have handwritten signatures and it MUST be sent from your student (CCCD.edu) email address along with a photo ID (student ID or government issued). Electronic signatures and forms sent from personal email addresses and/or missing photo ID will NOT be accepted.**

You, the student, must initial each area that you are granting access to a third party.

- \_\_\_\_\_ Student Financial Aid Records\* Fall 2025-Summer 2026
- \_\_\_\_\_ Student Records/Registration
- \_\_\_\_\_ Student Conduct

\*This may include, but is not limited to, disbursement methods and amounts, FAFSA information, student grades, and any other documentation on file.

This form may be revoked by the student at any time by notifying the Enrollment Center in writing.

Student Information			
Name (Last, First, Middle Initial)	Student ID Number	Phone Number	
Street Address	City	State	Zip Code
Third Party Information			
Person's Full Name or Agency	E-mail Address	Phone Number	
Street Address	City	State	Zip Code
Release Authorization			
I hereby authorize the office indicated above at Coastline, Orange Coast, or Golden West Community College to release information pertaining to those records to the individual named above. A photo ID is required prior to the release of any information and information will only be released in person or via email from the account listed above. I understand I <b>MUST</b> complete this form every academic year. <b>Student's Initials:</b> _____			
<b>Student Signature</b>		<b>Date</b>	
<b>Parent Signature</b> (Dependent Student Status – Financial Aid records only)**		<b>Date</b>	

\*\* Parent signature required if release is for Student Financial Aid records; not required if release is for Student Records, Student Registration or Student Conduct.