

# Consent to Release Confidential Information

As an apprentice you will interact regularly with representatives of Portland Community College (PCC) and members of your Apprenticeship Committee. Although your Committee has contracted with PCC to serve as administrators for your Committee, PCC and your Committee are legally **two separate entities**. Both PCC and your Committee must follow all applicable state and federal laws (FERPA), rules and regulations that apply to student records. Therefore, all information contained in college or Committee records which is personally identifiable to any student shall be kept confidential and not released except upon prior written consent of the student or upon the lawful subpoena or other order of the court of competent jurisdiction.

**This release will be valid until the student/apprentice invalidates it by completing a new form.**

### Student Information – Please Print Clearly

Name: \_\_\_\_\_  
First Name Middle Initial Last name

Address: \_\_\_\_\_  
Street Address

City State Zip

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Apprentice G#: \_\_\_\_\_

Governing JATC: \_\_\_\_\_

Please release the following records **FROM** Portland Community College **TO** my governing JATC:

- Student Account Enrollment Status Attendance Academic Transcript Course Schedule Grades Academic Standing

I hereby authorize PCC to release confidential information about me contained in the College’s records to my governing JATC. I agree to hold the College and its employees harmless for any unauthorized use of my student records obtained by the above named governing JATC.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please release records related to my progress as an apprentice **FROM** to my governing JATC **TO** my current registered Training Agent (records can include grades, attendance, disciplinary status and enrollment status):

I hereby authorize my above named governing JATC to release confidential information about me contained in the Committee’s records to my current registered Training Agent. I agree to hold the JATC and its employees harmless for any unauthorized use of my apprentice records obtained by my current registered Training Agent.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_