



# Central Ohio Technical College

## The Gateway – Student Records

1179 University Drive, Newark, OH 43055

Phone: 740-364-9594 ■ Fax: 740-366-9160

cotcrecords@mail.cotc.edu

### Authorization for Release of Information

*Submit this form to The Gateway to authorize COTC personnel to release information from your education records as indicated below in accordance with The Family Education Rights and Privacy Act (FERPA).*

\_\_\_\_\_  
Last Name                                      First Name                                      Middle Name                                      Student ID

Phone Number \_\_\_\_\_  Landline  Mobile                                      Date of Birth \_\_\_\_\_

I, the undersigned, authorize Central Ohio Technical College to release the following education records and/or any information contained therein (please identify specific records or types of records):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To (Name and address, fax number, or email of person/agency to receive information):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For the purpose of:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and acknowledge that: (1) I have the right to not consent to the release of my education records; and (2) this consent shall remain in effect until revoked by me, in writing, and delivered to Central Ohio Technical College, but that any such revocation shall not affect disclosures made prior to the receipt of any such written revocation.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*\*This form must be returned to COTC by the student identified. A photo identification may be required before any information is released.*

**Gateway Use Only:** CRI Code RGCAUTRL added with status "Not Reviewed"   
  
Processed by: \_\_\_\_\_ Date: \_\_\_\_\_