



**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.	_____	_____	Relationship	
	First Name	Last Name	<input type="checkbox"/> Mother	<input type="checkbox"/> Spouse
	_____	_____	<input type="checkbox"/> Father	<input type="checkbox"/> Other
	Phone Number	Address		
2.	_____	_____	Relationship	
	First Name	Last Name	<input type="checkbox"/> Mother	<input type="checkbox"/> Spouse
	_____	_____	<input type="checkbox"/> Father	<input type="checkbox"/> Other
	Phone Number	Address		
3.	_____	_____	Relationship	
	First Name	Last Name	<input type="checkbox"/> Mother	<input type="checkbox"/> Spouse
	_____	_____	<input type="checkbox"/> Father	<input type="checkbox"/> 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: _____