



BETHEL COLLEGE

"Equipping the Body for Ministry" Eph 4:11, 12

STUDENT INFORMATION RELEASE

ATTENTION: THIS FORM WILL NOT BE ACCEPTED TO REQUEST TRANSCRIPTS OR GRADE REPORTS.

IMPORTANT: Bethel College protects the confidentiality of the education records of current and former students. This policy is in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. At its discretion the institution may provide directory information to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, photograph and participation in officially recognized activities. Students may withhold directory information by notifying the Registrar's Office, in writing, within two weeks of the posting of the annual notice that advises students of their rights. The full text of this policy, including procedures for inspecting and amending one's education records, are printed in the Student Handbook.

Information requiring authorization for release can either be:

-Confidential Directory Information - any information listed above when a student has placed a confidentiality hold on their information, as outlined in the above policy.

-Non-Directory Information - any information not listed above and always considered confidential. (i.e., grades, account information)

NAME: _____

SS#: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____

STUDENT ID: _____

I give permission for Bethel College to release my:

(specific info to be released i.e., financial, account, academic info, etc.) (specify if applicable)

Term: _____

to:

(name)

for:

(state purpose)

Signature Date

Administrative Use Below:

Date: _____ Registrar Staff: _____