



## Fillable PDF Form

### Instructions - DO NOT USE A MOBILE DEVICE

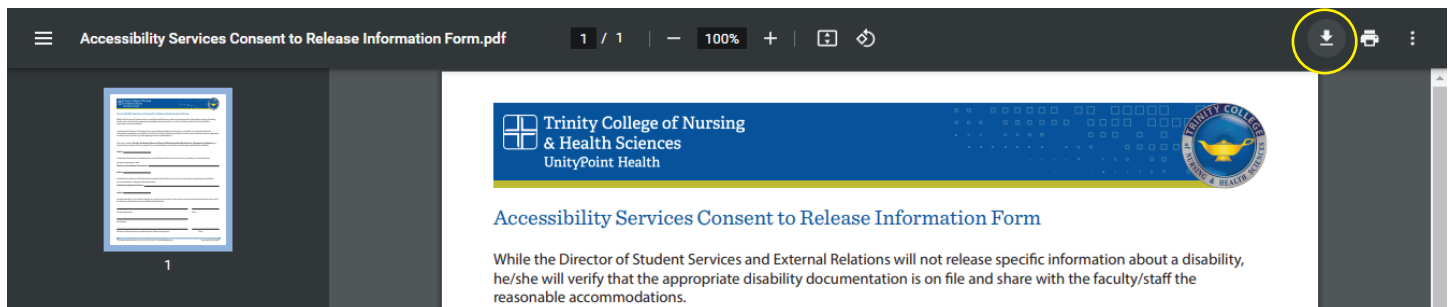
- Please follow these steps to assist you with filling out this digital form.

### BEFORE YOU BEGIN:

- Be sure you have downloaded Adobe Reader DC to your laptop: <https://get.adobe.com/reader/>
- Do not use any other PDF application only use Adobe Reader DC
- Prepare a file location to download the form

### GETTING THE FORM FROM WEBSITE TO LAPTOP:

- Do not fill out the form while online using the browser
- You will need to download the form from our website
- At the top right of the open form window is a download icon.
  - (Sample screenshot of a form browser window not actual form naming scheme for this form)



- By default your file will want to download to the downloads folder on your laptop unless you choose a different location - Click Save
- Open Adobe Reader DC - Select the downloaded PDF form from within the program. Don't double-click from the forms location, it may open the browser and if you fill out the form none of the data will send or be saved.
- Fill out the form and when you are ready to save go to File and select Save
- How to attach PDF to your email.
  - Open your email service.
  - Create an email and attach your filled PDF form and send to [Cara.Banks@trinitycollegeqc.edu](mailto:Cara.Banks@trinitycollegeqc.edu)



## FERPA Release of Information Form

**STUDENTS:** The Family Educational Rights and Privacy Act (1974) protects the privacy of student records. Under the Act, a student may inspect and review their education records, may seek to amend those records, and may limit disclosure of information from those records. There are strict limits on who else may have access to a student's records. Complete this form to authorize Trinity College employees to confirm or provide additional information related to the student records as selected on the form. A copy of the completed form will be made available in Document Tracking on your My Pulse account.

**FACULTY/STAFF:** If an inquiry contains any non-directory information (i.e. financial information, disciplinary status, ethnicity, gender, GPA, test scores, grades, standardized test scores, marital status, religion, citizenship, etc.) then a written authorization is required. This includes recommendations being sought by educational institutions including professional school admissions services, employers, or other individuals.

**DIRECTORY INFORMATION:** The College defines directory information as the following: student's name, address, telephone number, e-mail address, dates of attendance, previous institutions attended, major(s); degrees and awards received, honor's conferred (including dean's list), degree candidacy, status (full or part-time), and date of birth. Directory Information can be included in a release of student information without a student's written authorization.

**NON-DIRECTORY INFORMATION** can be included in a release of information only with documented student consent.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Phone

**I hereby give permission to:**

- Portage Learning and Geneva College to release academic information (including grades and transcripts) to Trinity College
- All Trinity College Employees
- Only staff listed below

**To disclose the following non-directory information items in a release of information:**

- Academic and Personally Identifiable Information (including grades, GPA, attendance, social security number, etc.)
- Financial Information (including financial aid information, account information, billing, payment history, etc.)

**The employees designated above may speak to:**

Fill in the names of specific individuals or organizations, and/ or check the boxes below as appropriate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Name

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone

- Any potential employer
- Any scholarship granting committee

- Any educational organization
- Other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date