Rev. 1//2015

**Release of Information Form**

**I, *(print name)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ give the Department of Food Science**

**and Technology permission to release the following information for**

**🞎 verbal or written letters of recommendation**

**🞎 any potential employer, educational program to which I am applying.**

**🞎 restricted to (*specify*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**🞎 scholarships and/or awards**

**🞎Release Information to Parent(s) *Please Specify:* Mother Father Both**

**🞎 Other (*specify*) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***{Please check the boxes for those items which you wish to be released}***

**🞎 OSU ID #**

**🞎 Class Schedule**

**🞎 Parent/Guardian Name/Address**

**🞎 Grade Received in Courses**

**🞎 Current Academic Status (*includes Full-time, Part-time students and also includes probation/suspension/petition/ readmit status}***

**🞎 Graduation Status *{includes course work yet to be completed}***

**🞎 Credit Hours Completed**

**🞎 Transcript — Student Copy**

**🞎 Residency Status**

**🞎 SSS, VA, and/or Social Security Status**

**🞎 Class Rank**

**🞎 GPA**

**🞎 Any other information which would make your identification traceable**

***{Check appropriate boxes if your agree to the use of your photograph as described below}***

**🞎 My photograph may be used for departmental promotion materials**

* **With my name associated**
* **Without my name associated**

**My 🞎 photo with name may be posted in the student gallery in Wiegand Hall.**

**Additional Comments:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature of Student Date**

***Authorization expires one year from above date unless otherwise noted.***

**Guidelines for the Release of Student Information**

|  |  |
| --- | --- |
| Directory Information  Public Record. Release to any inquiry **unless** record in Banner is marked **Confidential** | Non-Directory Information  **MAY *NOT* BE RELEASED (without student permission).**  If there are unusual and extraordinary circumstances refer the request to the Registrar’s office 737-4048  **MAY NOT BE RELEASED AT ALL IF RECORDS ARE MARKED CONFIDENTIAL IN BANNER** |
| Student’s name | Student’s gender |
| Current mailing address (CM address in Banner) and telephone number | Current e-mail address (not ONID) |
| OSU ONID e-mail address | Month and date of birth |
| Campus office address | Transcript: official, unofficial, or student copy |
| Class standing (e.g. freshman, sophomore, etc.) | Social Security Number (complete or partial) |
| Student level (undergraduate, graduate) | Student ID Number (whether SSN or generated ID) All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance and reporting. |
| College | Grades earned |
| Major field of study | Credits earned |
| Honors | Graduation status; course work yet to be completed (cannot report whether student has applied for graduation) |
| Full-time or part time enrollment status | Residency status |
| Status as a graduate teaching assistant or graduate research assistant | Fees paid |
| Participation in officially recognized activities and sports | Class rank (e.g,. top 10%) |
| Dates of attendance | Current academic status (probation; suspension; petitions; readmit status. That a student has applied can be released, but the status of the application cannot be released. |
| Anticipated graduation date | VA, Social Security Status |
| Degrees and awards received | GPA (Grade Point Average) |
| Date(s) of Degree (s) | Class schedule |
| Most recent previous educational institution attended by student | Parent or guardian name or address |
| These policy guidelines are in accordance with Oregon revised Statutes (ORS 351.065), the Federal Family Educational Rights and Privacy Act of 1974 (PL 93-380) [34 CFR Part 99], and Oregon Administrative Rule 576-020-0005. | **All other information about a student** |