



Return Completed Form to:
DMACC Registrar's Office
2006 S. Ankeny Blvd. Bldg. 1
Ankeny, IA. 50023-3993
OR Fax: 515-965-7054

Authorization for Release/Exchange of Information Form

Pursuant to the Family Educational Rights and Privacy Act (FERPA), the Iowa Fair Information Practices Act, Iowa Code, Section 22.11 (1987) and Des Moines Area Community College policy, Des Moines Area Community College does not release personally identifiable educational information and/or records without the written permission of the person involved.

Therefore, I, _____ hereby authorize the
(Print student's full name)

Des Moines Area Community College to release/exchange the following information (check all that applies):

_____ **Class Schedule** _____ **Transcript** _____ **Current Grades** _____ **Billing Statement**
_____ **Financial Aid Info.** _____ **Academic Progress** _____ **Other (be specific)** _____

The purpose of releasing information: _____

The above information shall be provided to:

Name (or Institution): _____

Address: _____

City/state/zip: _____

Relationship to Student: _____

NOTE: Information will not be given to anyone over the telephone.

Information can be mailed to address above or requested in person with a photo I.D.

Student Information:
Name (Print): _____ **ID or SSN #:** _____
Current Address: _____

Current Phone #: (Home) _____ (Cell) _____
Student Signature: _____ **Date:** _____

Witness Information: *Witness must be DMACC Staff (or school Counselor)*
Name (Printed): _____ **Phone:** _____
Title: _____
Witness Signature: _____ **Date:** _____

**This Release of Information is valid for one year from the date listed above.
This Release may be revoked at anytime by written request only.**

Ankeny Campus
2006 S. Ankeny Blvd.
Ankeny, IA 50023-3993
515-964-6200

Boone Campus
1125 Hancock Dr.
Boone, IA 50036-5399
515-432-7203

Carroll Campus
906 N. Grant Rd.
Carroll, IA 51401-2525
712-792-1755

Newton Campus
600 N. 2nd Ave. W.
Newton, IA 50208-3049
641-791-3622

Urban Campus
1100 7th Street
Des Moines, IA 50314-2597
515-244-4226

West Campus
5959 Grand Ave.
WDM, IA 50266-5302
515-633-2407