RENTON TECHNICAL COLLEGE
3000 NE 4th St.
Renton, WA 98056-4123
(425) 235-2352
RTC.EDU

Enrollment Services – Authorization to Release Student Educational Record Information

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the rights to privacy for all students by placing certain restrictions on the disclosure of information contained in the student educational records.

By signing and completing this form, you are authorizing Renton Technical College (RTC) to disclose specific information from your educational records to a specific individual, business, or legal office. This release will be kept in your student record.

Full Legal Name: _____ Date of Birth:_____

ctcLink Student ID: _____ Date: _____

I authorize RTC to release the following records (check all that apply):

☐ All Educational Records
☐ Transcripts
☐ Grades
☐ Class Schedule
☐ Financial Aid Information
☐ Billing/Tuition and Fee Information
☐ Other Record(s): _____

I authorize RTC to release the information I selected to:_____

Person/Company/Agency you are authorizing: _____

Phone Number: _____ Email Address:_____

Relationship to you: _____

This authorization will expire on the designated date below or if left blank, will expire one year from the date of my signature of this Release Form.

Signature _____ Expiration Date_____

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity, marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations

Revised 10/2026