



**Admissions & Records Office**  
Lake Tahoe Community College  
One College Drive, South Lake Tahoe, CA 96150  
Phone: 530-541-4660  
Fax: 530-542-1781

## Permission to Release Educational Records

Students may request the release of information from their educational records.

Requested By (Student):		Release To (Recipient):	
LAST NAME	FIRST NAME	LAST NAME	FIRST NAME
STUDENT IDENTIFICATION NUMBER		ORGANIZATION/SCHOOL	
DATE		ADDRESS	
OTHER NAMES USED WHILE ATTENDING LTCC		CITY, STATE, ZIP	
CONTACT INFORMATION (E-MAIL ADDRESS OR PHONE NUMBER)			

### **Education record information to be released:**

- Transcripts
- Grades for the following quarter: \_\_\_\_\_
- Other (please specify):

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**Please note:** The Admissions & Records office is unable to process requests to release incomplete information which would mislead the recipient. For example, a request to release a partial transcript listing only courses with passing grades would not be processed.

### **Purpose of release:**

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**I give permission for Lake Tahoe Community College to release the specified information to the recipient listed above.**

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STUDENT SIGNATURE

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DATE

PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_