



Glendale Community College
Office of Admissions and Records
1500 N. Verdugo Road
Glendale, CA 91208

**** First two verifications are free****

 Regular Service \$5.00
Processing time: Five (5) working days

 Rush Service \$10.00
Processing time: Three (3) working days

STUDENT RELEASE FORM

Pursuant to the provisions of Title 5, Part VI, Division 5, Chapter 6 (commencing with Section 54600) of the California Administrative Code and the Family Educational Rights and Privacy Act of 1974 as amended, Glendale Community College Admissions and Records Department is hereby authorized to release information from my educational records. Verifications not issued unless all outstanding obligations to Glendale Community College are cleared.

Date: _____

GCC ID #: _____ Date of Birth: _____

Name: _____
Last First M.I.

Address: _____
Number Street Name Apt. # City State Zip code

Phone number: _____ GCC email address: _____@glendale.edu

I AUTHORIZE GLENDALE COMMUNITY COLLEGE TO RELEASE THE FOLLOWING INFORMATION

To: _____
(Insurance Co, Bank, Employer, etc.)

- Verification of full-time student status FOR _____ Semester/Session and Year
- Number of units enrolled for this semester
- Other (Please explain): _____

PLEASE CHECK ONE:

- I will pick up verification at the Office of Admissions and Records. **(Picture Identification is required for pick up)**
- Mail Verification to: _____

If sending verification to different recipients, please use a separate form for each request.

The designated recipient is charged not to release this information to unauthorized third parties and officials of Glendale Community College are hereby relieved of responsibility should such charge be violated. I understand that Glendale Community College is not responsible for verifications not picked up within 30 days.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Amount Paid: \$ _____ Pick up Date: _____ Received By: _____

Date Processed: _____

8/2016