



Release of Information

I, _____ Student ID#: _____, give
(Print Name)

Miles Community College permission to discuss my files pertaining to:

(Initial all that apply)

- _____ Academic/Grades – academic status, withdraws, add/drop courses, transcript/grades (written request is still necessary, grades cannot be discussed via phone)
Contact: Registrar: 406.874.6214
- _____ Academic Advising/Admissions Record – registration, ACT/SAT/placement exam scores, immunization records, high school/college transcripts, foreign student documents
Contact: Student Services: 406.874.6101
- _____ Billing – student financial information (tuition, housing, fees, payments)
Contact: Business Office (Tuition/Fees/Installments): 406.874.6159
- _____ Housing – assignment status, housing charges
Contact: Coordinator of Student Life & Student Housing: 406.874.6480
- _____ Financial Aid – file status, award types and amounts, disbursement status
Contact: Financial Aid (Loans, Grants, Scholarships): 406.874.6208
- _____ Information pertaining to accommodations required as a result of my documented disability
Contact: Learning Center/Disability Support Services: 406.874.6151
- _____ Student Support Services – information pertaining to documentation necessary for program, including but not limited to family members, friends, Disability Support Services, Vocational Rehabilitation, VA Vocational Rehabilitation
Contact: Student Services: 406.874.6101
- _____ Student Code of Conduct – disciplinary records
Contact: Dean of Student Engagement & Auxiliary Services: 406.874.6226
- _____ All of the above

with _____
(Print Names)

Student Signature

Date

This release is in effect from _____ to _____.
(If not designated, release is in effect until graduation)

Signed in the presence of: _____
Miles Community College Designee/Staff*

*If not signed in the presence of a Miles Community College employee, this form **MUST** be witnessed by a Public Notary.

Return to: Miles Community College
Student Services
2715 Dickinson St
Miles City, MT 59301