

Title : Release of Student Information
Number :
Approved :
Reference :

5700.01
02/13/20

- A. Information on students shall not be disclosed by College personnel except as follows:
1. Upon the written consent of the student.
 2. To officials of other institutions in which the student is seeking to enroll.
 3. To persons or organizations providing financial aid.
 4. To accreditation agencies carrying out their accreditation functions.
 5. Upon judicial order.
 6. In an emergency in order to protect the health or safety of others.
 7. To EAC officials acting in the student's interest, including personnel in the Office of Admissions, Registrar, Counseling, Financial Aid, Business Affairs, and Academic Personnel, within the limitations of their needs to know.
 8. To parents of dependent students who present proof of dependency (copy of IRS Form 1040 and an affidavit affirming dependency as defined by IRS Code, Section 152). Proof will be retained in the Registrar's Office.
 9. Directory information such as name, major, dates of attendance, degrees or awards received, last institution attended, participation in activities and weight and height if a member of an athletic team. (Students may also have this information withheld by written notification to the Registrar prior to the last day of registration.)
- B. Requests for non-disclosure will be honored only for one academic year.



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DEPENDENCY AFFIDAVIT

I, _____, hereby certify that I am legally entitled to claim
(Name of parent)

(Name of Student)

as a dependent on my Federal Income Tax return (Form 1040, 1040a) as defined by Section 152 of the Internal Revenue Service Code for the current fiscal year.

SIGNATURE OF PARENT _____

State of Arizona

County of Graham

Subscribed and sworn before me this _____ day of _____, 20 _____

Name of Official Administering Oath _____
(Title)

My Commission Expires _____

