

Consent to Release Confidential Information

I. Release of Academic and Billing Information to Parents

NOTE: A consent releasing confidential information to parents (this form) must be on file in the Records Office in order to discuss the student's academic progress or billing information. Academic progress may include class attendance, course participation, and completion of assignments. Confidential information will be released to the parent only if the parent knows the Colleague ID# (7-digit WebAdvisor ID# beginning with a zero) and other personal identification information. WebAdvisor is the online account that provides full academic and financial information. Grades can easily be accessed from the student's WebAdvisor account by obtaining from the student their login/password. Lee University does not prepare mid-term grades; final grades are the only term grades available. Grades can be viewed online (WebAdvisor) as soon as they are posted at the end of the term by the faculty member. Records staff only has access to final grades after being posted on WebAdvisor. Student schedules and financial status may also be accessed using the student's online account.

(initials) and/or	thorize release of a those specified belo	cademic information (including grow (such a legal guardian). Please	ades) and billing information to provide full, current information to the proving their bills!!!	my parent(s) as listed below on.
•				
	Address:			
	Phone #:		Relationship:	
•	Name:			
	Address:			
	Phone #:		Relationship:	
□ I do NOT authorize release of academic information, including grades, to my parents. II. Release of Personal Directory Information II. Release of Personal Directory Information II. Release of Personal Directory Information It is generally the practice of Lee University not to release contact information when requested from outside Lee in order to protect its students. However, there are isolated occasions when this information is requested, such as a potential employer (especially the U.S. Government) requesting a background check.				
		und cnecк. ny personal directory information.		
(initials) I do NOT authorize release of my personal directory information to anyone or any service, including all employers. I understand that if I choose this option, it remains valid until I change it with a written request, even after I am no longer a student. This option is recommended <i>only if</i> there is a reason not to be identified as a student @ Lee for safety reasons.				
□ I do (initials)	authorize release o	of my directory information to ON	LY the following specific instituti	ion/person:
* _{We}	re you claimed as a	dependent on either parent's mo		☐ Yes ☐ No
*Signature of student or alumnus				
*Printed name of student or alumnus				
* Student Id # or Social Security # *Date of document signing				

NOTE: This information must be filled out clearly identifying release of academic and/or directory information.