



Authorized Release of Student Education Record Information (FERPA) Process

Records & Enrollment Services
Main Building, Room M2480
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Littleton, CO 80160
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The Authorized Release of Information (FERPA) provides the opportunity for students (current and former) to grant approval to provide information regarding academic records, letter of recommendation, and reference.

Below are instructions for accessing the Authorized Release of Information (FERPA) form for current and former students:

Current Students:

- Log into [myACC](#)
- Go to Student Tab > Academic & Degree Planning > Authorized Release of Information (FERPA)
- Complete the Authorized Release of Information (FERPA) form, including uploading your valid state-issued Driver's License or valid state-issued Photo ID card.
- Select "Submit Form" to have form directly sent to Records & Enrollment Services for processing.

Former Students:

- Email records@arapahoe.edu requesting the link to the online Authorized Release of Information (FERPA).
- Complete the Authorized Release of Information (FERPA) form, including uploading your valid state-issued Driver's License or valid state-issued Photo ID card.
- Select "Submit Form" to have form directly sent to Records & Enrollment Services for processing.

Contact the Records & Enrollment Services Office at 303.797.5621 or records@arapahoe.edu if you have questions.