Columbia COLLEGE CHICAGO | Office of the Registrar

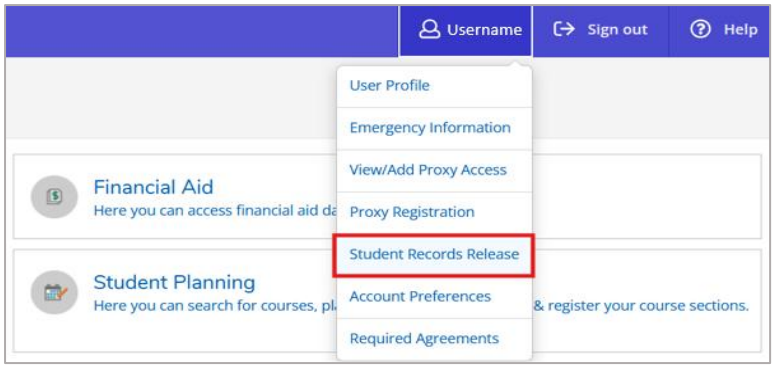
Opting In to Student Record Release

Student Instructions and FERPA Information

A Student Record Release lets authorized Columbia College Chicago employees discuss only the education record categories you choose with a person you designate. **It does not allow that person to act for you, access your account, receive copies of records, make decisions, or require the College to communicate with them.**

Submitting Your Release

1. Go to selfservice.colum.edu. Select your username, then **Student Record Release**.



2. Click the **Add Person/Relationship** button. Enter the **First Name** and **Last Name** of the person you are releasing records to and relationship to you.

3. Create a 4-digit PIN and enter a start and end date for the period for the period in which the permission is applicable. **Note:** Plan on updating your elections at least once during the academic year.

4. **Choose the scope.** Select specific record categories or Allow Complete Access, which covers all categories listed in the release. Only select the categories you are comfortable personnel discussing with the person you have designated.

5. Review the disclosure agreement, check the box, and select **Submit**.

After You Submit

- **Protect the PIN.** Only share it with the person you designate. The person must provide the PIN when contacting the College. You will also need to make them aware of the categories you have elected.
- **Keep control.** You remain the primary point of contact and may change or end the release at any time. To revoke all access, return to the Student Records Release screen and select **Deny Access to All**. **Never share your username or password.**