

## Tips for Successfully Completing Your Student Information Release Form

1. This form must be filled out by hand; please do not complete electronically. Once completed, please scan and send to one of the following:  
Email: Directly to your enrollment counselor or [dual.enrollment@gcu.edu](mailto:dual.enrollment@gcu.edu)  
Fax: 602-761-3200  
*If you don't own a scanner, there are many free apps for your smartphone to scan documents.*
2. Complete all areas with asterisks next to them. If you are unsure about any of these items, please feel free to contact us.
3. In "Third Party Information" section, please include the contact information for the person(s) you wish to release your academic or financial information to. This would be your parents or guardian, a sibling, a grandparent, etc. Because of United States federal law, only family members listed on this sheet can talk to us about your education information even if you are a minor.
4. Please make sure that your password does not include your name, address, phone number, or username. This password is a verbal password that will be asked via phone when someone besides the student is being spoken to. If person does not know this password, we, by law, cannot speak to them about student.
5. If any mistakes are made just cross them out and put your initials beside them.