SPOKANE COLLEGES scc | spcc

Skilled Trades Preparation (STP) Release Of Information

The Family Educational Rights and Privacy Act (FERPA) is designed to protect the privacy of a student's educational records. These records may include academic, financial aid, scholarship, athletics, veterans, and billing/account information. Records will not be released without prior written consent from the student. Certain information, defined as directory information, can be released without the prior consent of the student.

The Washington State Department of Labor & Industries requires Registered Apprenticeship Preparation programs to track apprenticeship preparation completions, registered apprenticeships, and individual trainee status to the journey level. Registered Apprenticeship Preparation programs are also required to enter demographic information for all trainees. SCC enters trainee information in the Apprenticeship Registration & Tracking System (ARTS), which is managed by the Washington State Department of Labor & Industries.

SCC's Skilled Trades Preparation (STP) program is a Registered Apprenticeship Preparation program and is requesting permission to release the following information about you to the Washington State Department of Labor & Industries. It is not required to complete this release or any portion of the release as a condition to be enrolled in STP.

First Name: _____ Last Name: _____

Email: _____ Phone number: _____

Mailing address: _____ City: _____ State: _____ Zip: _____

Social Security Number: _____ Date of birth: _____

RACE

- ☐ American Indian or Alaska Native
- ☐ Asian
- ☐ Black or African American
- ☐ Hispanic
- ☐ Native Hawaiian or Pacific Islander
- ☐ White
- ☐ Not specified
- ☐ Prefer not to answer

ETHNICITY

- ☐ Hispanic or Latino Origin
- ☐ Not Hispanic or Latino Origin
- ☐ Not specified
- ☐ Prefer not to answer

GENDER

- ☐ Female
- ☐ Male
- ☐ X-unspecified
- ☐ Prefer not to answer

VETERAN STATUS

- ☐ Veteran
- ☐ Non-Veteran

I give SCC permission to release the information I provided to the Washington State Department of Labor & Industries for the purpose of recording and tracking apprenticeship preparation enrollments, completions, placement into registered apprenticeships, and progression towards journey-level.

Only SCC staff who are involved in inputting this information and L&I staff will have access to this information. SCC and L&I are taking steps to ensure your personal information is secure. Individuals accessing ARTS will be able to view your name and program once this information is entered into ARTS.

By signing this form, I authorize Spokane Colleges to release and disclose information from my educational records as long as I am enrolled in the Skilled Trades Preparation program or until I revoke this agreement in writing.

Signature: _____ Date: _____