



# 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**

<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander
<input type="checkbox"/> Asian	<input type="checkbox"/> White
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Not specified
<input type="checkbox"/> Hispanic	<input type="checkbox"/> Prefer not to answer

**ETHNICITY**

<input type="checkbox"/> Hispanic or Latino Origin	<input type="checkbox"/> Not specified
<input type="checkbox"/> Not Hispanic or Latino Origin	<input type="checkbox"/> Prefer not to answer

**GENDER**

<input type="checkbox"/> Female	<input type="checkbox"/> Male	<input type="checkbox"/> X-unspecified	<input type="checkbox"/> Prefer not to answer
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**VETERAN STATUS**

<input type="checkbox"/> Veteran	<input type="checkbox"/> Non-Veteran
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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 the Community Colleges of Spokane (CCS) 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: \_\_\_\_\_