Montana State University - Billings
Office of Admissions and Records

Information Release Policy Checklist

TYPE OF INQUIRY

A. Students
B. Parents/Guardians/ Spouse
C. General Public
D. Internal Use Only
E. Student Oranizations
F. Government Agencies
G. Employer
H. Other Educational Institutions

RELEASE

1. Public Record, release to any inquiry.
2. Student's written permission needed or directly to students with proper ID.
3. Verify supplied data only.
4. Release for college use only on need to know basis.
* In case of emergency, may be released upon approval of Registrar when there is a clear and present danger to the safety of the student or other.

Type of Inquiry	A	B	C	D	E	F	G	H
Name of Student	1	1	1	1	1	1	1	1
Address-Campus, Home	1	1	1	1	1	1	1	1
Telephone-Campus, Home	1	1	1	1	1	1	1	1
Email Address	1	1	1	1	1	1	1	1
Class-School-Major	1	1	1	1	1	1	1	1
Date of Attendance ***(Includes whether or not currently enrolled)***	1	1	1	1	1	1	1	1
Full-Time/Part-Time Status	1	1	1	1	1	1	1	1
Class Schedule	2	2*	2*	4	2	2	2	2
Parent/Guardian's Name Address	2	2*	2*	4	2	2	2	2
Grades (in Courses)	2	2	2	4	2	2	2	2
GPA	2	2	2	4	2	2	2	2
Class Rank	2	2	2	4	2	2	2	2
Current Academic Status ***(probation, suspension, student petitions)***	2	2	2	4	2	2	2	2
Credits Completed	2	2	2	4	2	2	2	2
Graduations Status ***(Course work yet to be completed)***	2	2	2	4	2	2	2	2
Transcript - Official	2	2	2	4	2	2	2	2
Residency Status	2	2	2	4	2	2	2	2
Fees Paid	2	2	2	4	2	2	2	2
SSS, VA, Soc Sec. Status	2	2	2	4	2	2	2	2
Social Security Number	2,3,4	2,3,4	2,3,4	4	2,3,4	2,3,4	2,3,4	2,3,4
Birthdate	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4	2,3,4