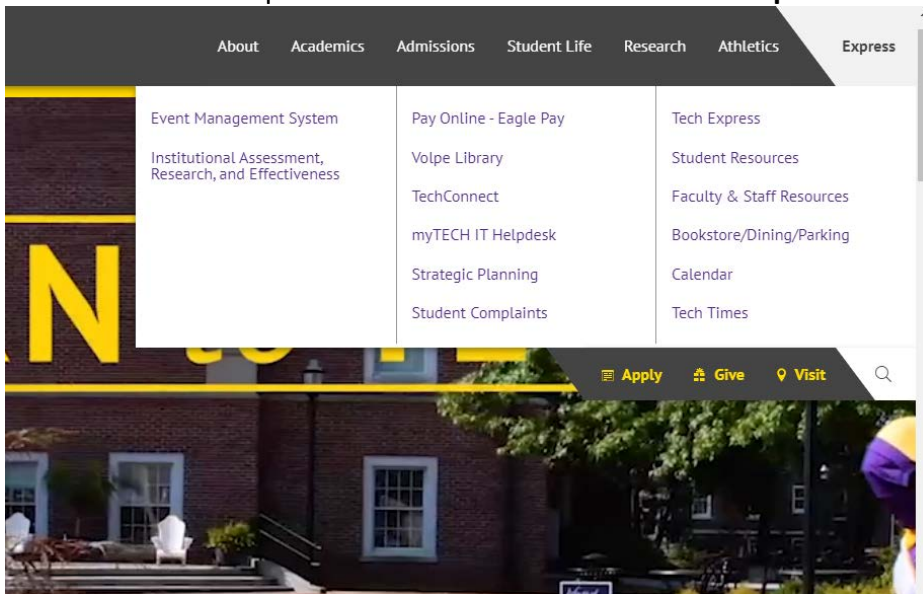


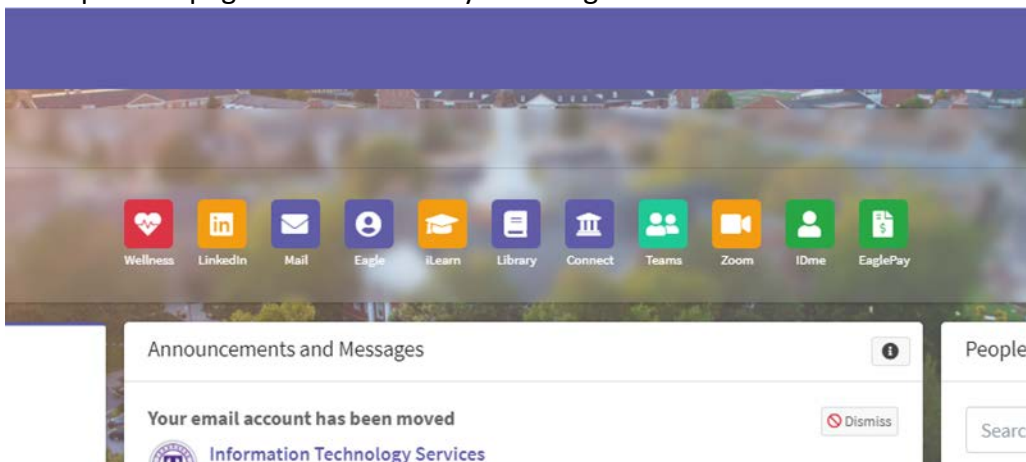
How to Fill Out a Student Information Release Authorization Form

This must be completed if information is to be shared with anyone other than the enrolled student.

1. Go to <http://www.tntech.edu>
2. In the top right corner, select Express. A drop down menu will appear.
3. Select the first option in the third column titled **Tech Express**



4. Once in Tech Express, select the **Eagle Online icon** in the QuickLinks toolbar at the top of the page. This will direct you to Eagle Online.



5. Click **Personal Information**.
6. Click **Student Information Release Authorization**.
7. Fill out the **Student Information Release Authorization** form and click Submit.

Student Information Release Authorization

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Release of Directory Information
 Schools may disclose, without consent, "directory" information; however, students may restrict the release of this information by completing the following:

I do not want my directory information released to individuals, employers, media, etc.

I give TTU personnel my permission to release any information regarding my academic record or student account. Each office will only release information pertaining to records maintained by that office. Check the appropriate office(s) below:

Business Office (student account/financial information)
 Registrar's Office (academic information such as grades, gpa, academic standing, etc.)
 Financial Aid Office (financial assistance, scholarships, and other awards)
 Dean of Students (disciplinary information, Residential Life housing information)

The information indicated above may be released to the following people:

Name	Relationship

Tennessee Tech University Bursar's Office
 (931) 372-3311 – bursar@tntech.edu