

Department of Health and Human  
Services Public Health Service  
National Institutes of Health

### **Authorization to Release Student Information**

As a condition for participation in the Training and Development Services Program employees are required to authorize release of the information listed below to the Division of Workforce Development, National Institutes of Health.

- Comprehensive Grade Reports
- Admission Evaluations
- Attendance Reports
- Class Schedules
- Records of Tutorial Services Provided
- Status Reports
- Copies of Official Correspondence from the Institution to Student (e.g., Academic Achievement, Notice of Probationary Status)

This information will be used to monitor and evaluate student progress and ensure appropriateness of academic training. It will also be used as a basis for counseling.

Failure to provide this authorization will result in (1) non-selection into the program or (2) release from participation in the program.

I, \_\_\_\_\_ (*name of student*), authorize the registrar's Office of  
\_\_\_\_\_ (*name of institution*), to release the information  
listed above to the Division of Workforce Development, National Institutes of Health.

*Student's Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

## **Employee Information on Privacy Act**

The Privacy Act of 1974 (5 U.S.C. 522a[e][3]) requires that we provide certain information about this request for information. NIH seeks this information pursuant to authority found in 5 U.S.C. 4105, 4109, and 4118, which together require agency heads to establish procedures to protect the Government's interests when employees fail to complete training through non-Government facilities for which the agency pays the expenses.

The information that we receive as a result of this authorization will be used to determine if employees should continue in career development and training programs.

Routine uses of this information include use by the Office of Personnel Management in program evaluation and, in the case of honor students, press publicity with the student's prior consent. Your failure to authorize release of the information requested will preclude your being granted the training you are seeking or termination from the training program.