

**Aviation Science  
Consent to Release Instructions**

**Step 1: Login to MyPCC**

Once you are admitted to PCC you will have a MyPCC account. MyPCC is where you can register for classes, pay or bill, access you email and where you will fill out your Consent to Release form.

To Login to MyPCC go to [www.pcc.edu](http://www.pcc.edu), in the top right corner you will find the yellow MyPCC tab that will take you to the login page. To activate your MyPCC account click on the "First time user?" link under the login box.

**Step 2: Navigating to the Consent to Release Form**

Now that you are logged in to MyPCC please make sure that you are on the MyPCC Home tab on the top of the page. Once you have done that you should see the "Quick Links" menu on the left side of the screen. "Consent to Release" will be the fourth link under the "Don't Wait in Line" menu. Please follow the link to the Consent to Release form.

**Step 3: Filling-Out the Form**

Please follow the directions below to fill-out the Consent to Release form.

You will need to add two releases, one for Hillsboro Aviation and one for the Federal Aviation Administration.

<b>*Name:(last,first)</b> Hillsboro Aero Academy	<b>*Confidential Code:</b> Fly
<b>*Relationship:</b> Flight School	
<b>*Mailing Address Street:</b> 3565 NE Cornell Rd	
<b>*City:</b> Hillsboro	
<b>*State:</b> OR	
<b>*Zip:</b> 97124	
<b>*Phone:</b> 503-726-3000	
Email: <input type="text"/>	
Restrictions/Comments: <input type="text"/>	

\*Required field

Please release the records specified for the new contact.  
(Check all that apply but you must select at least one.)

Student Finances <input checked="" type="checkbox"/>	Enrollment Status <input checked="" type="checkbox"/>
Course Schedule <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>
Financial Aid <input checked="" type="checkbox"/>	Grades <input checked="" type="checkbox"/>
Academic Transcript <input checked="" type="checkbox"/>	Academic Standing <input checked="" type="checkbox"/>
Graduation Date <input type="checkbox"/>	Degree Status <input type="checkbox"/>
Other(describe) <input type="text"/>	

Purpose of disclosure (Check all that apply but you must select at least one.)

Employment <input type="checkbox"/>	Scholarship <input type="checkbox"/>
Deferment <input type="checkbox"/>	Financial <input type="checkbox"/>
Insurance <input type="checkbox"/>	Housing <input type="checkbox"/>
Interpreter <input type="checkbox"/>	Payment <input type="checkbox"/>
Other(describe) Flight Instruction	

## Aviation Science

### Consent to Release Instructions

*Name:(last,first) <input type="text" value="Federal Aviation Administration"/>	*Confidential Code: <input type="text" value="Fly"/>
*Relationship: <input type="text" value="Flight Training"/>	
*Mailing Address Street: <input type="text" value="3810 NW 229th Ave"/>	
*City: <input type="text" value="Hillsboro"/>	
*State: <input type="text" value="OR"/>	
*Zip: <input type="text" value="97124"/>	
*Phone: <input type="text" value="503-615-3200"/>	
Email: <input type="text"/>	
Restrictions/Comments: <input type="text"/>	

\*Required field

Please release the records specified for the new contact.  
(Check all that apply but you must select at least one.)

Student Finances <input checked="" type="checkbox"/>	Enrollment Status <input checked="" type="checkbox"/>
Course Schedule <input checked="" type="checkbox"/>	Attendance <input checked="" type="checkbox"/>
Financial Aid <input checked="" type="checkbox"/>	Grades <input checked="" type="checkbox"/>
Academic Transcript <input checked="" type="checkbox"/>	Academic Standing <input checked="" type="checkbox"/>
Graduation Date <input type="checkbox"/>	Degree Status <input type="checkbox"/>
Other(describe) <input type="text"/>	<input type="text"/>

Purpose of disclosure (Check all that apply but you must select at least one.)

Employment <input type="checkbox"/>	Scholarship <input type="checkbox"/>
Deferment <input type="checkbox"/>	Financial <input type="checkbox"/>
Insurance <input type="checkbox"/>	Housing <input type="checkbox"/>
Interpreter <input type="checkbox"/>	Payment <input type="checkbox"/>
Other(describe) <input type="text" value="Flight Instruction"/>	<input type="text"/>