

Student Release of Information

Student ID _____ Last Name _____ First Name _____

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal act that protects the privacy of student education records. Education records include all student records. These are considered confidential and will not be released without written consent from the student.

If you wish to authorize appropriate personnel to release information to specific individuals or agencies, complete the following in-person with picture identification or have the form notarized for submission via mail:

I give permission for _____ to discuss my academic records with the third-party designee(s) listed below on _____ for the purposes of:

- ☐ General (any information from my education records that pertains to academic advising)
- ☐ Specific (e.g. advising plan) _____

Third-Party Designee(s)

Designee 1: _____ Designee 2: _____

I understand this release is valid on the date designated above for this office only.

Student Signature _____ Date: _____

Personnel use only:

Date received: _____ Identity Verified By: _____ Picture ID ☐ Notarization ☐ Initials: _____