

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 Notarization Initials: _____