

NON-DIRECTORY INFORMATION RELEASE FORM

-The Family Educational Rights and Privacy Act (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please refer to FERPA Exceptions on Loan Disclosures Document.

-In some cases Schools and Colleges may require additional more specific authorization. If you have questions, contact the appropriate school or college.

-Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades.

-Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. Release of information is not required by law.

-Release allows verbal access only.

-Student's signature will be necessary for any written or printed documentation such as grades.

-Directory information is considered public and may be released upon request, unless restricted by the student. If students restrict directory information, the Non-Directory Information Release Form is not valid and will not be added to the student's account.

-All permissions granted will stay in effect until revoked in writing by the student.

Records Being Disclosed:

Purpose of Disclosure:

I give permission for the following person (s) to receive verbal information about my academic records:

Date Requested:

Student Date of Birth:

Student SSN:

Print Full Name

Student Signature