



## Authorization to Release Records to a Third Party

The Family Educational Rights and Privacy Act (FERPA) prohibits an educational institution from releasing confidential, non-directory information about a student without the student's consent. You can waive this right for a third party, including a parent or guardian, by completing this form.

This authorization will be effective until you withdraw it by re-submitting this form to the appropriate Registrar's Office.

### Action to be Taken

**I hereby authorize** access to my academic information (transcript, grades, etc.) for the following individual(s):

\_\_\_\_\_

\_\_\_\_\_

**I hereby cancel authorization** for access to my academic information for the following individual(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Return to the Appropriate Registrar's Office

Undergraduate/graduate students:  
University Registrar  
Founder's Hall 113

or

Law students:  
Law School Registrar  
Warren Hall 202

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#### For Office Use Only

ID Verified Received by: \_\_\_\_\_ Changed by: \_\_\_\_\_ Date: \_\_\_\_\_