



**FERPA CONSENT TO RELEASE STUDENT INFORMATION**  
*Family Educational Rights and Privacy Act (FERPA)*

**TO: Florida Memorial University – Registrar’s Office**

Please provide information from the educational records of \_\_\_\_\_  
[Student’s Name]

to: \_\_\_\_\_ Relationship: \_\_\_\_\_  
[Print Name] [e.g. Parent, Prospective Employer, Attorney]

*(Note: this Consent does not cover medical records held solely by Student Health Services or the Counseling Center. Contact those offices for consent forms)*

The only type of information that is to be released under this consent is:

- transcript
- disciplinary records
- recommendations for employment or admission to other schools
- all records
- other (specify)

The information is to be released for the following purpose:

- family communications about University experience
- employment
- admission to an educational institution
- other (specify) \_\_\_\_\_

I understand the information may be released orally or in the form of copies of written records, as preferred by the requester. I have a right to inspect any written records released pursuant to this Consent (except for parents’ financial records and certain letters of recommendation for which the student waived inspection rights). I understand I may revoke this Consent prospectively.

Name (print) \_\_\_\_\_

Student’s Signature \_\_\_\_\_

Student ID \_\_\_\_\_

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**Registrar's Office**

Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date student notified: \_\_\_\_\_

## **RIGHTS GRANTED TO STUDENTS UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)**

### **ACCESS TO STUDENT RECORDS**

Under the provisions of the **Family Educational Rights and Privacy Act of 1974**, students have the right to inspect and review educational records. In addition, they have a right to an explanation and interpretation of those records, including the right to a hearing to challenge the contents of such records. Requests for an explanation concerning a record should be addressed to the University official in charge of the record. Academic records, supporting documents and general education records are maintained by the Registrar, academic departments and advisors and the deans' offices; records of disciplinary proceedings by the Vice President for Student Services; financial records by the Business Office; medical records by the Health Center; financial aid records by the Financial Aid Office; placement records by the Career Planning and Placement Office; and counseling records by the Counseling Services Center. All such records are the property of the University.

The following records are not available for student inspection: records of instructional, supervisory and administrative personnel in the sole possession of the maker thereof and not accessible to other persons; records created or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional are used only in connection with the provisions of treatment of a student and are not available to persons other than those individuals providing such treatment; records and documents of a law enforcement unit, including those of the University's Department of Public Safety; financial records of students' parents; confidential letters and statements of recommendation placed in a student's file prior to January 1, 1975, or those received after January 1, 1975, for which the student has signed a waiver of his/her right to access.

Information in student's education records will not be released to third parties without the student's written consent except to the following: officials of this University, including instructional staff who have legitimate educational interests; officials of other schools in which the student seeks to enroll; accrediting organizations; parents of a student who qualifies as a dependent under the Internal Revenue Code; federal and state educational authorities and organizations conducting studies for such authorities in the areas of testing, student aid and instruction; people seeking information pursuant to a judicial order or Subpoena; and appropriate people in connection with an emergency involving health or safety.

Directory information - student's name, address, telephone number, date and place of birth, major field of study, class year, dates of attendance, degrees and awards received, enrollment status, past and present participation in officially recognized sports and activities, height and weight of student athletes, and most recent previous educational institution attended - may be made public by the University unless the student submits a written request to the Registrar, at the beginning of each semester that such information be released only upon his/her consent.