



## FERPA WAIVER AND STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the Federal Family Education Rights and Privacy Act (FERPA) of 1974, the University is prohibited from providing certain information from your student records to a third party, such as information on class schedule, grades, student accounts, discipline records, official transcripts and other student record information. This restriction applies, but is not limited, to your parents/legal guardian, your spouse or a sponsor.

You may, at your discretion, grant the University permission to release information to a third party by submitting a completed FERPA Waiver and Student Information Release Authorization form. Your records will be made available only if the authorized third party can provide the personal code you have created below. Anyone who calls or visits the University and provides the code will be given access to the information selected; therefore, it is of the utmost importance that you safeguard this code. **The University does not automatically send/provide information to a third party.** The University will verify your signature and the third party's identity by the information you release on this form.

**NOTE:** A separate release of information form must be completed for records maintained by the Student Health Center and the Counseling Center. These records are covered by a different federal law, HIPAA.

As a student, you have the ability to select specific third party designees to have access to your student records and the types of information you wish to be provided. **The types of protected information you may choose to release are:**

- A. Academic information (e.g. grades and class schedule)
- B. Student account/cashier information (e.g. amount due on a bill)
- C. Financial aid information (e.g. scholarship and loan amounts)

**\*PLEASE NOTE:** By completing this form you are simply allowing representatives of the University to verbally provide the information you have selected to your specified designees. This release form does not allow the University to provide any written documentation (e.g. transcripts) nor does it allow the third party designee(s) to represent the student in any University-related situation (e.g. grade appeals, financial appeals, etc.)

Please print legibly and add your signature in ink in Section C.

SECTION A. Student Information		
Name (Last, First, Middle)	Student ID Number	
Current Mailing Address (Street or P.O. Box number, apartment number, city, state and zip code)	Daytime phone number (     )	
SECTION B. Third party designee		
Name (Last, First, Middle)	Daytime phone number (     )	Type of information to be released (circle) A    B    C
Additional Third party designee		
Name (Last, First, Middle)	Daytime phone number (     )	Type of information to be released (circle) A    B    C
SECTION C. Certification		
I authorize the above third party, name(s) in Section B, to access the information designated above once they have provided the code listed below. This authorization does not permit the third party to make any changes to the information. <b><i>This authorization to release student information will remain in effect until I rescind the waiver.</i></b>		
Student's Signature	Student's Personal Code (6 characters—letters or numbers) _____	Date

Any changes to this release authorization (e.g. change in designee(s), change in information to be shared, change in personal code, etc.) need to be submitted on a new FERPA Waiver and Student Information Release Authorization Form. To rescind the Authorization, a request must be submitted in writing to the Registrar's Office.

**Note:** Modification of this form requires the prior approval of the Office of Legal Affairs & General Counsel, Nunn Drive, Suite AC 824, Highland Heights, KY 41099; Phone: (859) 572-5588; Fax: (859) 572-6084

FOR OFFICE USE ONLY – Identity Verified By: \_\_\_\_\_ Date: \_\_\_\_\_

Completed forms should be returned to the Registrar's Office Service Center, Lucas Administrative Center, Suite 301; Phone: (859) 572-5556  
Photo ID will be verified at the time the form is returned.