The Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) prohibits educational agencies or institutions and their employees from disclosing personally identifiable information from a student's educational record without the student's written consent. 20 U.S.C. § 1232g. Specifically, FERPA requires that a student provide a written and signed statement that (1) specifies the records that may be disclosed; (2) states the purpose of the disclosure; and (3) identifies the party or class of parties to whom the disclosure may be made. 34 C.F.R. § 99.30.

Release

I authorize _________________ to release the following information in a letter of recommendation or to the following individuals who call or email asking for information about me.

I authorize the release of the following types of information:

____ My grades on individual assignments.
____ Information about whether I turned assignments in on a timely basis.
____ Information about my class participation.
____ Any other information about my performance.

I authorize _________________ to give the above types of information to the following individuals:

____ Any person who calls or emails asking for information.

___________________________ (Name of individual, firm, or agency)

___________________________ (Name of individual, firm, or agency)

___________________________ (Name of individual, firm, or agency)

This authorization ends on ____________________

Signature ____________________
Printed Name ____________________
Date ____________________