

Authorization to Release Confidential Information

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a Federal law that protects the privacy of a student's educational records, establishes the rights of students to inspect and review the educational records, and provides guidelines for the correction of inaccurate or misleading data.. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

Generally, universities must have written permission from the student in order to release information from a student's educational records. However, FERPA allows schools to disclose those records, without consent, under the certain conditions that serve an educational or legal interest within the University community.

Schools may disclose, without consent, "directory" information as defined by the institution. For further information, access the Quincy University Student Handbook online.

FERPA WAIVER

Generally, FERPA regulations restrict sharing information, including financial, academic, and disciplinary records, with anyone except the student without the student's expressed, written permission. Such a waiver remains in effect, and covers all records information, until such time as the student files an amended waiver with the Registrar's Office to rescind permission for that person to have access to his or her educational records. Parents may have access to a student's file by providing legal documentation that the student is their dependent.

No person may require a student to waive her or his right to confidentiality as protected by FERPA, but certain privileges may be restricted in cases where a student refuses to waive his or her rights.

I hereby authorize the person(s) listed below to have access to my educational records as maintained by Quincy University.

Name (printed) _____ Date _____

Student's Signature _____ QU I.D. # _____

Release to: _____ Relationship _____