

RECORD RELEASE FERPA FORM

You may release records covered by the Federal Family Educational Rights and Privacy Act of 1974 (FERPA) to a third party by completing this form and sending it to the Student Success Center at St. Thomas University.

This form must be completed before the university will release non-directory information to anyone including your parents, spouse, or sponsor. If you choose to revoke previously granted authorization, you must send a signed written request to the Student Success Center.

St. Thomas University does not release any information other than directory information by phone or email.

Student Information:

Printed Name: _____
Student ID#: _____ or Social Security # _____
Home Address: _____ Cell Phone # _____

Third Party granted access to academic records:

Printed Name: _____
Relation: _____ Daytime Phone #: _____
Home Address: _____

Please check one/all of the boxes below to indicate the level of access to academic records.

- Access to all student account records maintained by the Business Office.
 Access to all financial records maintained by the Financial Aid Office.
 Access to all academic records maintained by the Registrar's Office.

Authorization pin (4 digits)

Certification:

I authorize access to the indicated student record information by the above third party. This authorization does not permit the third party to make changes to the student records.

Student Name: _____ Signature: _____ Date: _____

Received by: _____ Department: _____ Date: _____