Select Information Related to Disclosures of Student Education Records *From* American University's Confidentiality of Student Records Policy (See page 2 to complete form)

American University's **Confidentiality of Student Records** policy provides a general framework for the university's compliance with the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Students at American University have a number of rights regarding their education records; two of these include 1) having access to their education records and 2) consenting to release a record to a third party. The following information presents selected sections of the policy that are particularly relevant to student authorization to release a record to a third party. **Since this represents an abbreviated version, please refer to the entire policy in the *Student Handbook*, the policy is available online at** www.american.edu/handbook.

Student education records are confidential and may only be released with consent of the student or as otherwise permitted by law. American University does not maintain education records in one central office. Education records are maintained in various departments, schools, or colleges. Examples of academic and non-academic student education records include, without limitation:

> **Academic Records:** Permanent record of academic performance (e.g., transcript, including supporting documents) maintained by the Office of the University Registrar, the WCL Registrar, academic advisor, Dean's office, and Provost's office; files of academic progress maintained by the individual school/college academic office and Provost's Office; admission files of students; Career Center files.
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> **Non-Academic Records:** Files related to Financial Aid, Housing and Dining Programs, International Student and Scholar Services, Student Accounts, and the Library; student discipline files; employment files of students who are employed because of their student status (e.g. Work-study, graduate assistantship/fellowship).

Only information directly relevant to the educational processes of the university or which is voluntarily offered by the student and accepted from the student shall be included in student education records. Specifically ***excluded*** from such student education records are certain medical and mental health information; sole possession records or private notes; records created and maintained by Public Safety solely for law enforcement purposes; employment records of students; alumni records.

The university may disclose student education records with the **prior written consent** of the student. **A student may authorize access to third parties to review the student's education record by completing a written and dated authorization form which specifies the information to be released, the reasons for the release, and to whom the information is to be released.**

The university may disclose information in the following circumstances **without the prior written consent** of the student (this is a selected list; see the entire policy for a complete list): to the parents of a dependent student, as defined in the Internal Revenue Code (The parent must sign, and provide to the university, a written statement confirming that the student is a dependent; the statement must be accompanied by a copy of the parent's most current tax return which reports the student as a dependent.); to persons or organizations providing the student financial aid; to appropriate parties in a health or safety emergency; to appropriate parties as permitted by the university's parental notification of disciplinary violations involving the use or possession of alcohol or a controlled substance; and to appropriate parties in other circumstances as required by law.

Education records will only be disclosed to third parties if they are advised not to redisclose the information to others without the prior written consent of the student or as permitted by law.

AMERICAN UNIVERSITY
WASHINGTON, DC

Confidential

Consent for American University
To Release Disciplinary Records/Information

I understand that the Family Educational Rights and Privacy Act (FERPA) protects the confidentiality of my student education records ("Education Records") and that American University may only release these records to third parties with my prior written consent or as otherwise permitted by law. Intending to waive my right to confidentiality, I consent and direct American University to release information from my Education Records to the following recipient (organization/person):

I, (print full name) _____, a student/ former student at American University, Student ID# _____, hereby request the release of my disciplinary records/information (specify the records/information that may be disclosed):

- ☐ All Discipline Records/Information
- ☐ Only Discipline Records/Information pertaining to Case #: _____ that occurred on (date of incident): _____
- ☐ Other (please be specific): _____
  _____

to (identify the person(s) to whom disclosure may be made):

Print full name(s) of person or organization: _____
Relationship to student: _____
Telephone/address: _____

for the purpose of (state the purpose of disclosure): _____
_____

Above designated information may be released immediately through (end date): _____

By signing below, I hereby authorize American University to release my Education Record information as specified above. Further, I agree to release, indemnify, and hold harmless American University, its employees, officers, and agents, from all liability for damages of whatever kind which may result on account of the university's compliance, or any attempts to comply, with this authorization.

Special Note to Recipient of the Education Record:
Please be advised that the recipient of records under this authorization may **not** redisclose information from education records without the prior written consent of the student or as permitted by law.

Student/Former Student's Signature: _____ Date: _____
Mailing Address: _____
Telephone Number(s): _____ Email: _____
Last Semester Enrolled: _____

OFFICE USE ONLY
Custodian: Print _____ Sign _____ Date Verified _____
The student must complete this form in its entirety, show or provide a copy of his/her current AU Student ID or other photo identification with the completed form, and submit the request to the custodian of the Student Conduct Records, who will verify the request. The Student Conduct and Conflict Resolution Services office will maintain a copy of this form for at least 7 years from date verified.