



STUDENT AUTHORIZATION TO RELEASE EDUCATION RECORD INFORMATION

Student Name: _____ AU ID: _____ Date of Birth: _____
(Please Print)

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):

Recipient Name	Phone Number
Recipient Complete Mailing Address	

I authorize the university to share Education Records, as noted here, for the following purpose:
(Please specify the kinds of records to be shared and the reasons for the release. For example: Records related to ___ [e.g., a particular issue, type of record] for the purpose of ___ [e.g., discussion, consultation, record release only].)

Records: _____

Purpose: _____

PLEASE NOTE THE FOLLOWING:

- Certain offices may require the use of a specific release form other than this form.
- I understand that I may inspect or receive a copy of the information disclosed, upon request.
- I understand that this authorization will remain in effect throughout my continuous enrollment at American University, unless I revoke access in writing (dated and signed) to the custodian of the Education Record (e.g., advisor, dean’s office, Registrar, administrative office) or am no longer in active status.

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.

Student’s Signature: _____ Effective Date): _____

Student’s Address: _____ Phone #: _____

Special Note to Recipient of the Education Record:

Please be advised that the recipient of records under this authorization may **not** disclose information from education records without the prior written consent of the student or as permitted by law.

OFFICE USE ONLY

Custodian: _____ Initials: _____ Date Verified: _____ Copy to Recipient: _____

The student must complete this form in its entirety, provide a photocopy of his/her current AU Student ID or other identification with the completed form, and submit the request to the custodian of the Education Records, who will verify the request. In the case of academic units or releases involving multiple offices, staff using this form will transmit a copy to the Registrar’s Office. A revocation of this authorization or other changes to the form must also be transmitted to the Registrar’s Office. The recipient named above will also receive a copy of the form.

Select Information Related to Disclosures of Student Education Records from American University's Confidentiality of Student Records Policy

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. **Please refer to the entire policy in the *Student Handbook* for complete information, since this represents an abbreviated version; the policy is available online at www.american.edu/handbook/confidentiality.html.**

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 the 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.

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.