

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
RELEASE FORM**

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records. In compliance with FERPA, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited, to your parent(s)/legal guardian(s), your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student educational records to a third party by submitting a completed Student FERPA Release Form. Third parties to whom you grant access to information on your student records must be named on the release and given a FERPA PIN determined by you that they will use to identify themselves when gaining access to these records. The specified information may be made available only if requested by the authorized third party. The University does not automatically send information to a third party unless requested to do so by law or agreement.

**More info related to FERPA at WVU can be located here:** <http://ferpa.wvu.edu>

**PLEASE NOTE:** If you as a student choose not to grant access to your parents/legal guardians but you are listed as their dependent for tax purposes, parents may complete the Dependent FERPA Release Form and submit it in addition to appropriate documentation to gain access to your records. These Dependent FERPA releases must be submitted annually as dependency status can change each year. Additionally, there are other FERPA releases available throughout the University that deal with other specific units.

**INSTRUCTIONS:** To grant access to your education records housed in any of the offices named on this form to another person, complete the Student FERPA Release Form on pages 2 and 3 of this document and submit it to the WVU Tech Office of Admissions and Records with a valid photo ID. Please note that your authorization to release information will expire upon graduation or after you cease to be a student for six months, however, you may revoke your authorization at any time by sending a written request to the same office. This address is: *WVU Tech Office of Admissions and Records, 405 Fayette Pike, Montgomery, WV 25136.*

*To request copies of this form in an alternative format, please call the Office of Disability Services at 304-293-6700. West Virginia University is an equal opportunity employer and educator.*

**Family Educational Right and Privacy Act Release – Page 1 of 2**

Please print:

Student Name \_\_\_\_\_  
Last First Middle

Address \_\_\_\_\_

Student ID:

Date of Birth:   -   -      
Month Day Year

I understand that (1) I have the right not to consent to the release or disclosure of my education records; (2) I have the right to inspect and review such records upon request; and (3) **this consent to release or disclose will expire upon graduation or after I cease to be a student for six months or until revoked by me, in writing, and delivered to the WVU Tech Office of Admissions and Records, whichever comes first.** Any disclosure of information made by WVU prior to expiration or receipt of revocation is not affected by expiration or revocation. I further understand that in order for WVU to release information to the individual(s) named below, this release must be executed. Therefore, I, the undersigned, authorize the personnel within the offices selected in Section 1 (and the corresponding offices in Morgantown) to release my educational records to the individuals identified in Section 2.

**1. OFFICES WHICH MAY RELEASE EDUCATION RECORDS – (mark and initial)**

- \_\_\_  **Admissions and Records** - final grades/GPA, registration, and/or enrollment information (R)
- \_\_\_  **Business Office** - billing statements, charges, payments, and/or balances (A)
- \_\_\_  **Financial Aid Office** - financial aid awards, data, disbursements, eligibility, and/or status (F)
- \_\_\_  **Academic Advising Units** – advising records including progress, status, and GPA (U)
- \_\_\_  **Dining Services** – meal plan changes, billing issues related to dining charges (M)
- \_\_\_  **Residence Life (Housing)** – assignments, account info, contract info, application status (H)
- \_\_\_  **Parent Advocate Office** - inquiries made to this Office concerning any items on this page (P)
- \_\_\_  **All of the above** (Z)

**2. THIRD PARTY WHO MAY RECEIVE ACCESS TO EDUCATION RECORDS –**

NAME (First, Middle Initial, & Last Name)	RELATIONSHIP TO STUDENT
_____	_____
_____	_____

**3. PIN DESIGNATION** – Furthermore, I allow release of information over the telephone if the person(s) listed above can provide the following five digit personal identification number (pin):

**PIN =**      (numbers only)

**Submit this Form to Admissions and Records.  
This Form is NOT Valid Without Both  
Student Signature and Notary on Page 2**

**Family Educational Rights and Privacy Act Release – Page 2 of 2**

I, the undersigned, have read and reviewed this document and expressly authorize the official/office identified in Section 1 to release my education records to the person/entity identified in Section 2. (Sections 1 and 2 are located on Page 2 of this Form)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

STATE OF \_\_\_\_\_,  
COUNTY OF \_\_\_\_\_, to wit:

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_.

My commission expires: \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

**For WVU Use Only:**

Received by \_\_\_\_\_ Date \_\_\_\_\_