

Family Educational Rights and Privacy Act Release – Page 1 of 2

Please print:

Student Name: _____
Last First Middle

Address: _____
Street

City State Zip

Phone: - - ext.

Student ID: Date of Birth: - -
Month Day Year

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. By signing on page 2, 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 shall remain in effect for this one request only or sooner, if revoked by me, in writing, and delivered to the person at the office named below.** 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 recipient named below, this release must be signed.

1. WVU OFFICIAL/ OFFICE WHICH MAY RELEASE EDUCATION RECORDS –

University Official(s)/ Office(s): _____

2. DESCRIPTION OF THE EDUCATION RECORDS WHICH MAY BE DISCLOSED –

3. RECIPIENT OF EDUCATION RECORDS –

Person/ Entity Receiving Records: _____
Address1: _____
Address2: _____
City, State: _____ Zip: _____
Phone: _____

Submit this Form to the Office Identified in Section 1.
This Form is NOT Valid Without Both
the 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 Page 1 of this document and expressly authorize the official/office identified in Section 1 to release my education records which are identified in Section 2 to the person/entity identified in Section 3. (Sections 1, 2, and 3 are located on Page 1 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 _____