Family Education Rights and Privacy Act (FERPA) Release Form

Student's Full Name: _____ _____ _____ _____
First Middle Last Suffix

Student's ID Number: _____ Student's Contact Number: _____

The student must sign this form in the presence of the Alcorn State University employee at the time submitted.

The Family Educational Rights and Privacy Act of 1974 (FERPA) provides for the confidentiality of student educational records. Alcorn State University may neither disclose certain educational information concerning students nor permit inspection of student educational records without the written permission of the student unless such actions are covered by certain exceptions as stipulated by FERPA.

I, _____ , hereby grant permission to the officials of Alcorn State University to provide copies of written records, permit inspection and review of the contents of my education records, and/or to discuss my academic performance with the following individual(s):

Name	Relationship to student
Name	Relationship to student
Name	Relationship to student

This request is made in compliance with the Family Education Rights and Privacy Act (20 U.S.C.A. Sec. 1232G)

Please initial all that apply:

_____ All academic records, veteran affairs and registration records in Registrar's Office
_____ All disciplinary records in the Student Affairs Office
_____ All financial aid information and records in the Financial Aid Office
_____ All financial records and information in Business Affairs Office
_____ All residency records and information in Housing Office
_____ Other (please specify) _____

Access to this information does not grant others permission to alter the student's record or conduct business on the student's behalf. Changes to the student enrollment or academic record must be made by the student. This release will remain in effect until the student provides written revocation of consent.

Student's Signature		Date
Employee's Signature	Office/Dept	Date
Registrar's Office: Processed by	Date Received	Date entered in Banner

Please forward to the Registrar's Office which will record information on the comments form in Banner. The original form will be stored in the Registrar's Office. Copies will be sent to affected office(s) after processing.

Revised 11/ 12/ 2012