

## Release of Student Information Consent Form

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records, both financial and academic. For the student's protection, FERPA limits release of student record information without the student's explicit written consent. If you wish to authorize a specific individual or school/unit at LOC to release information to specific individual(s), the following form may be used.

**Instructions: Student should complete the form below and return it to the Records Office.**

Please forward this form to the Records Office. The Office of the Registrar enforces FERPA regulations. The Records Office maintains all signed student consent forms. **Photo identification required.**

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### Student Disclosure and Release of Information

*I understand that any and all personally identifiable information is protected under FERPA. I further understand that I may waive that protection and give access to my records for individuals of my choice. I agree to **waive my rights** under FERPA and allow the individual(s) named below access to my financial and academic records available at LOC.*

NAME (First, Middle Initial, Last Name) Please Print

Relationship to Student

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*I acknowledge that this release is valid until I have completed my current degree program or until I revoke this release in writing by notifying the LOC Records Office listed on this form. By signing this release, I authorize LOC to release any and all financial and academic information to the person(s) listed above.*

Student Signature

LOC ID Number

Student Name - Please Print

Date