

LeMoyne Owen College
Student Information Release Form (FERPA)

For the student's protection, FERPA limits release of student record information without the student's explicit written consent. 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. This Act protects the student's personal information from being distributed to third parties without consent, unless permitted by law. This form must be completed and returned to the appropriate office either by fax or mail with Photo ID, before any information can be released to a third party (i.e., spouse, employer, etc.). **Please forward a copy of this form to the Records Office. The Records Office maintains all signed student consent forms.**

STUDENT INFORMATION:

Student's Name (Last, First, Middle Initial)	Social Security Number/Student ID
Work Phone Number	Home/Cell Phone Number
Street Address	City State Zip Code
Email Address: _____	Date of Birth: _____

REASON FOR RELEASE: _____

RELEASE INFORMATION TO:

Print Full Name	Title
Work Phone Number	Home/Cell Phone Number
Street Address	City State Zip Code
Email Address: _____	

Release Authorization:

(Select one of the options below to identify the office/individual given permission to release information.)
Return this form to the corresponding office:

- ___ Office of Athletic Department, 807 Walker Ave, Memphis, TN 38126
- ___ Office of Academic and Student Affairs, 807 Walker Ave, Memphis TN 38126 – Fax: 901-435-1223
- ___ Office of Admissions, 807 Walker Avenue, Memphis TN 38126 – Fax: 901-435-1524
- ___ Office of Fiscal/Financial Aid, 807 Walker Ave, Memphis TN 38126 – Fax: 901-435-1574
- ___ Office of the Registrar/Records, 807 Walker Ave, Memphis TN 38126 – Fax: 901-435-1724

I hereby authorize release of the data specified above to the individual name above, for a period of one year from date of receipt.

Student Signature: _____	Date: _____
Signature of College Official: _____	Date: _____