



Office of the Registrar

FERPA Release of Records Form

ACADEMIC RECORDS FERPA RELEASE FORM

The Family Education Rights and Privacy Act (FERPA) is a Federal Law designed to protect the privacy of a student's education records. The Law applies to all schools that receive funds under an applicable program of the US Department of Education. The act protects your personal information from being distributed to third parties. With limited exception, the Episcopal Divinity School must have a signed acknowledgment from you before personal information can be released to a third party (i.e. spouse, partner, employer, etc.)

Please complete all items below and return this authorization form to the Office of the Registrar.

I, _____, willingly give my consent for the following person:
Last name, First name

Last name, First name Relationship to Student

To obtain/process the following information from the Office of the Registrar:

- Add/Drop classes
- Student ID #
- Schedule
- Transcripts
- Grades
- All
- Other: _____
Please Specify

I am granting permission for the _____ session/term of the current year and am aware that the person requesting and/or processing the information can only do so in person after showing government issued identification within the session/term indicated or until I revoke such consent in writing and submit it to the Office of the Registrar. I acknowledge by my signature that by giving this consent I am willingly waiving my rights protected by the Family Education Rights and Privacy Act (FERPA). I understand that I will be responsible for any courses and/or fees accrued for any classes that the above person/s might register me for. I also agree to hold the Episcopal Divinity School harmless of any damages resulting from the release of this information.

Student Signature Date Social Security or Student ID number

NOTARY SPACE (must be notarized unless student is present when submitting this form to the Office of the Registrar).

State of County of

Notary Public Date

FOR OFFICE OF THE REGISTRAR USE ONLY:

Processed by:

Full name Date Signature