

# The University of Montana Western

## OFFICE OF THE REGISTRAR FERPA Information Release

The Family Educational Rights and Privacy Act (FERPA) (20.U.S.C. 1232g; 34 CFR Part 99) affords certain rights to students regarding the privacy of, and access to, their education records. In accordance with FERPA and the Montana code Annotated (MCA) 20-25-511, it is The University of Montana Western's policy to withhold certain educational records unless the student provides consent to disclose information. The purpose of this form is to provide the consent of the student to the registrar's office required by FERPA. Please note that this form is only applicable to the registrar's office. For other department information release, please contact that office/department.

**This section must be completed and signed by the student.**

I, \_\_\_\_\_, ID number 8000-\_\_\_\_\_ hereby authorize the registrar's office to allow access of my educational records to the following person(s):

Name	Relationship
1. _____	_____
2. _____	_____
3. _____	_____

Check the box regarding when the information release expires:

- This release is a one-time release only
- This release will remain in effect while enrolled unless I revoke such consent in writing at the registrar's office.
- This release expires on: \_\_\_\_\_ (enter date)

Check the box regarding to what academic information the information release applies:

- Registrar academic information (including but not necessarily limited to: grades, class schedule, academic standing)
- Grades only
- Other: \_\_\_\_\_

I understand by my signature that although I am not required to release my records, I am giving my consent to release the information. I am giving my voluntary permission to release my educational records related to the registrar's office as specified to the name(s) listed in this release. I understand that I may revoke this release at any time by submitting a written request to the registrar's office.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date