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**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)  
STUDENT RELEASE OF CONFIDENTIAL INFORMATION FORM**

This form allows students to authorize the release of confidential academic, financial aid, discipline, and student account information otherwise protected by the Family Educational Rights and Privacy Act (FERPA) to designated persons. These designated persons will have access to the student's grades and progress reports, certain disciplinary records, and other information related to academic progress, financial aid, and student financial accounts.

**AUTHORIZATION – THIS MUST BE SIGNED IN ORDER FOR INFORMATION TO BE RELEASED:**

I (the student) do hereby authorize Austin Peay State University ("University") and/or its employees to release my confidential academic, financial aid, discipline and any student financial account information, including academic progress reports and grades when available, to the person(s) named in the following information. This release does not apply to other information (counseling and health) protected by the Family Educational Rights and Privacy Act (FERPA). Authorization is valid as long as I am enrolled at Austin Peay State University or until cancelled in writing by me. I understand I have the right to receive a copy of such records upon request. I acknowledge that I may revoke this "Student Release of Confidential Information" *in writing* at any time by presenting such authorization *in person* to the Office of the Registrar. I also acknowledge and agree that any disclosure of records and/or information made prior to my written revocation shall not constitute a violation of my right to privacy under federal and state law. To cancel this release, the student must submit the *written* cancellation request *in person* to the Registrar's Office in Ellington Building, Room 316.

\_\_\_\_\_  
Student's Signature Date

**IMPORTANT: The following information must be completed to assist University staff in identifying the non-student recipient of information when he/she calls to request information by telephone.**

Student Information

Student's Name (please print): \_\_\_\_\_

Student's Banner ID#: A \_\_\_\_\_ Student's Last 4 Digits of SSN \_\_\_\_\_

Recipient Information

Name of person(s) (other than self) authorized to receive or request information. List primary recipient first and print clearly. Personal Identification Number (any 4-digit number)


Primary Recipient Address

\_\_\_\_\_  
Street

\_\_\_\_\_  
City State Zip

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
Home Telephone Cell or Work Telephone

## FAMILY EDUCATIONAL RIGHTS and PRIVACY ACT (FERPA) And STUDENT CONFIDENTIALITY INFORMATION

### Student Consent to Release Education Records

Students at Austin Peay State University may authorize the release of records to designated person(s) or some agency other than employees of APSU. You must complete and sign a **Student Release of Confidential Information Form** to authorize the release of your records. Submit the form **in person** along with an official government issued ID (i.e.; driver license) to: Office of the Registrar, Ellington Building, Room 316, Phone: 931-221-7121

**NOTE: Authorized person (s) must contact the appropriate office as listed below to request the desired information. Records obtained through the consent form are not automatically shared or mailed unless a request for the records is received.**

### What is a FERPA?

The Family Educational Rights and Privacy Act of 1974 (also known as the Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. **At APSU, a student's FERPA protection begins on the first day of classes of the first term of enrollment (not on an individual student's first day of class or registration date).**

FERPA does permit educators to share confidential information with law-enforcement officers, medical personnel and others without student consent when necessary to protect the health or safety of the student or other persons. Institutions can also disclose education records to parents if a health or safety emergency involves their student.

### What Does The University Consider Directory Information?

Directory information concerning students is treated a public information and is released to the public upon request unless otherwise requested by the student. At Austin Peay State University, directory information includes the following: student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, the most recent previous education agency or institution attended by the student, and degrees and awards received by the student. The University provides each student the opportunity to restrict disclosure of the designated directory information through the Office of the Registrar.

### What Records Will Be Released To The Designated Person(s) With A Signed Release Form?

Records such as financial aid files, disciplinary records, admissions files, grades, advisement files, student business account information, and other academic records, may be released upon request by the designated person(s).

<b>Financial Aid Records</b> Student Financial Aid, Ellington 216 (931) 221-7907	<b>Grades, Transcript Information, Advisement, Attendance, and other Academic Questions</b> Office of the Registrar, Ellington 316 (931) 221-7121	<b>Student Business Accounts Student Account Services</b> Ellington 101-107 (931) 221-6285
<b>Admissions Files</b> Office of the Admissions, Ellington 117 (931) 221-7661	<b>Conduct/Discipline Records</b> Dean of Students Office of Student Affairs, UC 206 (931) 221-7341	<b>Tutoring and Academic Alert</b> Academic Support, Marks 243 (931) 221-6550

### Parental Disclosure Without Written Consent

Under FERPA, when a student turns 18 years of age or enrolls at a postsecondary institution at any age, all parental FERPA rights are transferred to the student. However, FERPA does provide for some information to be shared by schools with parents or legal guardians without the student's consent. Examples are: (1) disclosure of educational records if the student is a dependent for income tax purposes. This would apply to a student who was a dependent for the most recent tax year; (2) disclosure of education records if health or safety emergency involves the student; or (3) if the student is under age 21 and has violated any law or policy concerning the use or possession of alcohol or controlled substance. APSU encourages parents to discuss their intentions to obtain information with the student and to request that the student share the information with them by providing access to their self service log-in access. If this is not practical, the student may complete the consent form and submit it to the Registrar's Office. **NOTE: The student may revoke consent after it is given. To do so the student must submit a written, signed request to revoke the release in person to the Office of the Registrar.**