Disclosure Permission/FERPA Form

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them.

-U.S. Department of Education 2018

By completing this form, the student is granting Coppin State University permission to release academic and financial information to designated individual(s).

Student Name: _____ PS ID#: _____

Academic Semester or Term of Request: Fall _____ Spring _____

I am requesting that the University release academic and financial information to:

_____ _____

Name Relationship to Student

_____ _____

Name Relationship to Student

I understand that the disclosure of information will be valid for only one academic year and I am responsible for submitting a new form each academic year if I wish to have information released. I also understand that I must submit a typed and signed request if I wish to change this disclosure or prohibit disclosure of academic financial information. The form must be submitted to Record and Registration or Student Accounts or Financial Aid.

_____ _____

Signature Date

Revised: May 2020