UNIVERSITY OF THE INCARNATE WORD

Family Rights and Privacy Act of 1974 (FERPA) Release

Student's Full Name:_____

Student's ID Number:_____

The student must sign this form in the presence of the UIW employee where the form is submitted.

FERPA provides for the confidentiality of student education records. The University of the Incarnate Word may neither disclose certain educational information concerning students nor permit inspection of their education records without the permission of the student unless such actions are covered by certain exceptions as stipulated in FERPA. I hereby grant permission to the officials of the University of the Incarnate Word to provide copies of written records, permit inspection and review of the contents of my education records, and/or to discuss my academic performance with the following person(s):

_____	_____
Name	Relationship
_____	_____
Name	Relationship
_____	_____
Name	Relationship

This request is made in compliance with the FERPA (20 U.S.C.A. Sec. 1232G).

Please initial all that apply:

_____ All academic records, graduation, and registration records in the Registrar's Office

_____ All disciplinary records in the Campus Life Offices

_____ All financial aid information in the Financial Aid Office

_____ All financial records in the Student Accounts Office

_____ All business records in the Business Office

_____ All residence life records and information

_____ Other _____

Access to this information does not give permission to others to alter to the student's record.
Changes to the student record must be made at the request of the student.

This Release remains in effect until you provide written revocation of your consent.

_____	_____
Student's Signature	Date

_____	_____	
Employee receiving	Date	
_____	_____	_____
Registrar's Office: Employee processing	Date	Date placed in Banner

Forward form to the Registrar's Office which will update SPACMNT indicating affected office(s). Original will be stored in the student's educational record. Copies will be sent to affected office(s).