

**Request for Release of Educational Records  
(FERPA Student Consent 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 educational records. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31): (Abbreviated listing, see FERPA policy for complete listing)

- School officials with legitimate education interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;

Schools must have written permission from the student in order to release any information from the student's educational records to a Parent or Guardian.

**1) This release allows access to student educational records, disciplinary and/or financial status on behalf of:**

Student Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

DawgTag #: 

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 Date of Birth: \_\_\_\_\_  
Month / Day / Year

**2) I grant permission to Southern Illinois University and its agents to release confidential information regarding my educational records, disciplinary and/or financial status to the following named person(s):**

(PLEASE PRINT)

**NAMES** (First, Middle Initial, & Last Name)

**Relationship to Student & Phone Number**

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**3) I understand this release is in effect as long as I am enrolled at Southern Illinois University unless I revoke such consent in writing to the Registrar's Office:**

**STOP!!! To be valid, the signature must be completed in the presence of a University Official or Notary Public.**

\_\_\_\_\_  
Signature of Student Date

University Official Printed Name & Signature: \_\_\_\_\_

NOTE: Signature and stamp of a notary is required if this form is not filled out in the presence of a University Official.

Place Notary Public Stamp in above box

Subscribed and Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ year \_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

My Commission expires: \_\_\_\_\_

## INSTRUCTIONS

### **Purpose of the Request for Release of Educational Records (FERPA Form)**

To grant access to your educational records, disciplinary and/or financial status to other entities besides yourself, you must submit the attached form to the Registrar's Office.

### **How to complete this form**

When completing the form, please print all fields clearly to allow for correct processing. Note that in Step 1, your Student ID is your University-assigned student ID referred to as your "Dawg Tag".

In Step 2, list each parent or guardian to whom you wish to grant access separately.

### **Signatures**

In Step 3, you must sign this form in the presence of a University Official or Notary Public. A current employee (excluding student employees) of Southern Illinois University qualifies as a University Official.

### **Submission Instructions**

Once completed, the University Official should send the form through campus mail or deliver the form to the Registrar, or the student can mail, fax or deliver the form in person to:

#### **By postage mail notarized form to:**

Southern Illinois University  
Registrar's Office  
Student Services Building room 0251, Mail Code 4701  
1263 Lincoln Drive  
Carbondale, IL 62901.

#### **By fax:**

618-453-2915  
Re: FERPA Waiver

#### **In Person:**

Registrar's Office  
Student Services Building room 0251

*Due to stringent security issues, any forms submitted via e-mail will not be processed.*

### **How your form is processed**

Forms will be processed in the order in which they are received by the Registrar's Office. Once processed, this request will remain in effect until revoked by the student or up to six months after student is no longer enrolled. Request for revocation must be made in writing and submitted to the Registrar's Office.

After the Registrar's Office receives the completed form, the form will be uploaded into Banner Xtender. Departments can view the student's release through Xtender. Proper access is needed to view Xtender documents. To request access, please go to <http://sis.siu.edu/>

### **Limitations**

The Registrar's Office will not release non-directory information to anyone over the phone in any circumstances. Additional restrictions on the release of information may vary by department.