

Student Permission to Release Education Record Information

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), information from a student's education record is considered confidential and will not be released, with certain exceptions, without the student's written permission. In accordance with FERPA, the University of Colorado Boulder will disclose information from a student's record to a third party, provided the university has written consent from the student on file. This form may be used as a one-time request for non-directory information. Please complete this form and return it to the Office of the Registrar, Regent Administrative Center 101. Students must include a photo ID when submitting this form. This form cannot be used to request a transcript.

Part I – Student and Recipient Information:

Requested by (Student):

Release to (Recipient):

Last name, first name

Last name, first name

Student ID number

Organization/institution

Date

Address

*City**State**Zip code*

Part II – Education record information to be released:

- GPA/Grades Holds Course Schedule Dates of Attendance Degrees/Honors
- Class Rank Majors, Minors and Field of Study Residency status Expected Date of Completion
- Other specific information to be released (please specify):
-

Part III – Purpose of release:

By signing below, you agree that university personnel may release non-directory information (identified above) from your education record to the recipient listed above on a one-time basis.

Student signature

Date

Office Use Only:

Office of the Registrar representative

Date