

**UNIVERSITY OF WISCONSIN-WHITEWATER COLLEGE OF LETTERS AND SCIENCES**  
**STUDENT AUTHORIZATION FOR RELEASE OF EDUCATION RECORDS INFORMATION**

(revised 9-6-2019)

Background

The Family Educational Rights and Privacy Act of 1974 (“FERPA” or the Buckley Amendment) is a federal law that affords students certain rights with respect to their *education records* (which include, but are not limited to, the following examples -- academic records, financial aid and billing information, meal plan and Purple Point records, residence hall/life information, advising conference notes, internships and field placement records, student employment records). One part of FERPA focuses on confidentiality of education records. School officials (e.g., instructors, administrative and department staff, field placement coordinators and supervisors, and other full-time and part-time university employees) must protect the privacy of education records and shall not disclose personally identifiable information about a student or permit inspection of the student’s records without his or her written consent or as permitted by law. The student’s written signed consent must contain three elements, as described below:

(1) **Specify the records to be released**

Examples: class registration and grades; financial aid information; student accounts, billing, meal plan, and/or Purple Point information; notes based on observations; general assessment of performance of student in a class or in a field-based experience

(2) **Identify the party or class of parties to whom the records should be released**

Examples: parent, prospective employer, non-UW-Whitewater school official, scholarship committee member

(3) **Indicate the reason for the release**

Examples: to authorize the university to disclose/release information to a parent; as part of an application for employment or admission into a graduate program; application for a scholarship or grant

*Note to UWW employees, internship site supervisors, and campus employment supervisors regarding letters of reference: Unless you have the student’s written signed consent, a letter of reference written on behalf of a student does NOT grant you the authorization to disclose the student’s educational records or to discuss performance even if the letter welcomes telephone calls or other inquiries about the student.*

**Directions for Student:**

It is your obligation to complete, sign, and present in-person a **separate** Student Authorization for Release of Education Records Information form to any UW-W individual who may be called upon to disclose education records about you or your performance (e.g., registrar, financial aid counselor, student accounts/billing director, ID/meal plan administrator, professor, advisor, or internship supervisor in a field experience).

**Directions for UW-Whitewater faculty and staff:**

A Student Authorization for Release of Education Records Information form, completed and signed by the student, must be in your possession before disclosing education records or discussing the student’s performance with someone other than the student or another person as permitted by the law. The Authorization form must indicate the name of the person(s) or organizations/units to which you can disclose the student’s information.

**Directions for field supervisors (including internship site supervisors, social workers, etc.):**

A Student Authorization for Release of Education Records Information form, completed and signed by the student, must be in your possession before disclosing education records or discussing the student’s performance with someone other than the student or another person as permitted by the law. The Authorization form must indicate the name of the person(s) or organizations/units to which you can disclose the student’s information.

*Questions regarding FERPA can be directed to the UW-Whitewater Registrar’s Office (Roseman Building room 2032, email [registrar@uww.edu](mailto:registrar@uww.edu) or phone 262-472-1570 ).*

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Name of Student \_\_\_\_\_ ID#: \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Phone: \_\_\_\_\_  
UW-W E-mail Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_

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Student: complete all four sections below, sign and date and deliver separate forms **in-person** to each individual or office that will provide the information.

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**1. PRINT NAME OF THE UW-WHITEWATER PERSONS/OFFICES THAT YOU AUTHORIZE TO DISCLOSE RECORDS INFORMATION:**

\_\_\_\_\_  
(You must submit separate forms **in-person** to each UW-W person/office you authorize)

**2. THE FOLLOWING RECORDS MAY BE DISCLOSED (check all that apply):**

- class registration & grades
- academic advising
- UW-W employment
- general comments about performance in a course
- general comments about performance during a field experience (internship, practicum, etc.)
- other (specify): \_\_\_\_\_

**3. THE RECORDS MAY BE DISCLOSED TO THE FOLLOWING (check all that apply):**

- individual person (print name): \_\_\_\_\_
- prospective employer(s)
- school official(s) responsible for admission to educational programs
- individual(s) responsible for scholarships, grants, etc.
- other (specify): \_\_\_\_\_

**4. THE RECORDS MAY BE DISCLOSED FOR THE FOLLOWING REASON(s) (explain):**

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This authorization will remain in effect for one calendar year from the signature date below. The student may request to discontinue the authorization prior to the one year date if s/he files a written request for such with the appropriate office(s) or person(s).

A photocopy or fax copy of this form may be accepted with the same authority as the original: yes no

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)