



# Sample Private Education Records Release Form for Colleges/Universities

*This sample form should be reviewed and approved by your attorney prior to use.*

## FERPA Requirements

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, gives certain rights to students concerning the privacy of, and access to, their educational records. FERPA requires covered colleges and universities to obtain written consent from an eligible student before it can disclose protected information from a student’s education records to a third party, including a student’s parents, absent an exception authorized by law. An eligible student is a student who reaches the age of 18 or attends a postsecondary institution at any age.

Complete the information below.

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

Student Identification Number: \_\_\_\_\_

Date Form Submitted: \_\_\_\_\_

## Consent to Disclosure

By signing below, I, \_\_\_\_\_, hereby agree to allow \_\_\_\_\_  
(name of consenter) (name of college or university)  
to disclose the following listed records to \_\_\_\_\_ for the student named above.  
(name of third party to receive records)

## Limit my information to include (e.g., grades, GPA, financial aid, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*I understand that I may withdraw my consent to share this information at any time by making a written request to the institution to the attention of the following: (Insert university office to submit request).*

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

\_\_\_\_\_  
Date

For additional information about FERPA, please see the U.S. Department of Education’s website located here at <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

*This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney licensed in your state. Brotherhood Mutual Insurance Company assumes no liability in the preparation and distribution of this sample form.*