



Edgewood College
 Edgewood Central- DeRicci 210
 ECentral@edgewood.edu
 (P)608-663-4300 (F)608-663-3495

NAME: _____

ID #: _____

STUDENT INFORMATION RELEASE AUTHORIZATION

In compliance with the federal Family Education Rights and Privacy Act of 1974, Edgewood College is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fee assessments, financial aid (including scholarships, grants, work-study, or loan amounts) and other student record information. This restriction applies, but is not limited to, your parents, your spouse, or a sponsor.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting a completed Student Information Release Authorization. You must complete a separate form for each third party to whom you grant access to information on your student records. The specified information will be made available only if requested by the authorized third party. The College will not automatically send information to a third party.

Submit your completed form to the Edgewood College Office of the Registrar at the address given below. Please note that your authorization to release information has no expiration date; however, you may revoke your authorization at any time by sending a written request to the same address.

NOTE: For the third party designee you name on this form, this release overrides all FERPA directory suppression requests that you have previously set up in your student record. However, it is College policy not to release certain aspects of student records (such as registration, grades, or GPA) over the phone or via e-mail.

Student Information

 ADDRESS (STREET, CITY, STATE & ZIP)

 PHONE

Third Party Designee

 NAME (LAST, FIRST, MIDDLE)

 RELATION TO STUDENT

 ADDRESS (STREET, CITY, STATE & ZIP)

 PHONE

CHECK ONE OR MORE OF THE BOXES TO GRANT AUTHORIZATION FOR THE INFORMATION TYPES BELOW

- Grades/GPA, demographic, registration, student ID #, academic progress status, and/or enrollment info
- Billing statements, charges, credits, payments, past due amounts, and/or collection activity
- Financial aid awards, application data, disbursements, eligibility, and/or financial aid satisfactory academic progress
- University-maintained loan disbursements, billing and repayment history (including credit reporting history), communication history, balances, and/or collection activity
- Access to all student records maintained by the Office of the Registrar and the Financial Aid Office, including all of the above examples

 STUDENT SIGNATURE

 DATE