

# **Please send the original copy of the all FERPA releases to the Office of the Registrar.**

Include your contact information on the bottom of the form.

Staff will image and store these forms so that they are available in a central, accessible location.

If you have questions about whether a particular student has signed a release form, contact the Office of the Registrar.

**AUTHORIZATION TO RELEASE INFORMATION**

**Eastern Illinois University  
Charleston, Illinois**

Student educational records are confidential under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g. Therefore, your authorization is necessary to permit the release of educational records including academic information to your parent(s), guardian, or designee.

This AUTHORIZATION TO RELEASE INFORMATION is for the above stated purpose.

I, \_\_\_\_\_, hereby authorize Eastern Illinois University to release my educational records, or the contents thereof, to my parent(s), guardian or designee as follows:

\_\_\_University employees may release all educational records to, or discuss records with, the individual(s) designated below; or

\_\_\_This authorization is limited to the following specific educational records or university department(s):\_\_\_\_\_.

I understand that this authorization is being used to allow Eastern Illinois University and my parent(s), guardian or designee to communicate and work together.

I understand that I have a right to be told what information was exchanged, and that this information will not be disclosed to others not listed below, except as permitted by FERPA.

I understand that I may revoke this authorization in writing at any time.

I understand that this authorization shall be valid during my academic career unless specified otherwise.

(Expiration date, if applicable:\_\_\_\_\_)

Verified by Photo I.D. \_\_\_yes \_\_\_no(explanation\_\_\_\_\_)

(Note: If the release is being sent by mail, you must provide a current photo i.d.)

Please list below names and addresses of designated persons:

\_\_\_\_\_  
Student Name (please print)

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

\_\_\_\_\_  
E#

\_\_\_\_\_  
Date

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