



Authorization to Release of (FERPA) Education Record Information – Current Students

The Family Educational Rights and Privacy Act (FERPA) affords certain rights to students concerning the privacy of and access to their education records. This form authorizes the educational institution named below to release education records to the named third party; it does not obligate the institution to do so.

Student Name: _____ **Student ID:** _____

The student hereby authorizes **Daemen University** with a mailing address of **4380 Main St. Amherst, NY 14226** to release the following education records to:

Access Granted To:

Name: _____ Phone Number: _____

Address: _____ Relationship to Student: _____

Name: _____ Phone Number: _____

Address: _____ Relationship to Student: _____

Check all that apply:

- ☐ - **Academic Information.** Includes, but is not limited to, transcripts, credit hours enrolled/earned, grades/GPA, class schedule, academic progress, and enrollment status.
- ☐ - **Financial Aid Information.** Includes, but is not limited to, awards, application data, disbursements, eligibility, and financial aid status.
- ☐ - **Loan Information.** Includes, but is not limited to, college-maintained loan disbursements, billing and repayment history, credit reporting history, balances, and collection activity.
- ☐ - **Student Account Information.** Includes, but is not limited to, billing statements, charges, credits, payments, past due amounts, collection activity, and financial hold.
- ☐ - **Other.** [DESCRIBE OTHER SCHOOL RECORDS AND INFORMATION]

The student understands the information may be released orally or in the form of copies of written records and understands that this form remains in effect until otherwise revoked by them in writing.

AUTHENTICATION

When those parties named above contact Daemen University, he/she will be asked to authenticate his/her identity by providing at least one personal security question answer. You, the student, must choose at least one personal security question and provide it to your third party contact. Do not choose a question that could easily be guessed. If your third party contact is not able to correctly provide the correct answer to the personal security question, Daemen University will not release any information from your record. If you forget or misplace your personal security question, Daemen University can provide it to you by sending it to your Daemen email account, or you may come to the Registrar's office on campus to make changes or receive the information.

STUDENT: PLEASE COMPLETE ONE OF THE FOLLOWING AND MAKE NOTE THAT THIS WILL BE THE PERSONAL SECURITY QUESTION WHICH WILL GRANT ACCESS TO INFORMATION BY THE THIRD PARTY REFERENCED ABOVE:

Elementary School Favorite Teacher's Name Favorite Pet's Name First Automobile

Student's Signature: _____ **Date:** _____

Print Name: _____