



FERPA Release of Information Form

Student Contact Information

Date: _____ Phone #: _____
Name: _____ Rocket #: _____
E-Mail: _____

Family Education Rights and Privacy Act

The 1974 Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of a student's educational record. FERPA applies to all educational institutions receiving funds from the United States Department of Education, from kindergarten through university level. Under FERPA, the Office of Student Conduct and Community Standards may not share the contents of a student's Student Conduct File with anyone other than the student without written consent to do so. Exceptions to FERPA include a health and/or safety emergency, or an educational need to know.

Recipient(s) of the Information:

Name: _____	Relationship: _____
E-Mail: _____	Phone #: _____
Name: _____	Relationship: _____
E-Mail: _____	Phone #: _____
Name: _____	Relationship: _____
E-Mail: _____	Phone #: _____

Information Release Options

Please release the following information to the individual(s) listed below:

- Contents of the Entire Student Conduct File
- Contents of Individual Cases(s) From Incident(s) Occurring on: _____
- Other: _____

Please release the information specified to the recipient(s) listed above in the following manner:

- Oral Discussion (with or without the student present)
- Personal Access to the Case File (with or without the student present)
- In-Person During Meetings with the Office of Student Conduct and Community Standards
- All of the Above

Student Responsibilities & Consent for Disclosure

I understand the following:

- By signing this form, I am giving consent to the Office of Student Conduct & Community Standards to release the information specified above to the individual(s) listed on this form in the manner specified above.

Division of Student Affairs

Office of Student Conduct and Community Standards • Mail Stop 105 • 2801 W. Bancroft St. • Toledo, OH 43606-3390
Phone: 419.530.1258 • Fax: 419.530.2021 • www.utoledo.edu/studentaffairs/conduct

I may revoke this consent, in writing, at any time except to the extent that action has already been taken upon this release.

I will not be contacted after an inquiry is made or information is released to the individual(s) listed on this form.

By signing below, I am voluntarily giving my consent to the Office of Student Conduct and Community Standards to disclose the information indicated above to the individuals listed above.

Student Signature

Date