

# FERPA Release Form

(Family Educational Rights and Privacy Act)



## STUDENT INFORMATION

LAST Name: \_\_\_\_\_ FIRST Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

### What is the purpose of this form?

In accordance with the Family Educational Rights and Privacy Act (FERPA), Warner Pacific University is committed to protecting students' rights to privacy regarding their academic and financial information. However, academic and financial information may be released to another individual if the student consents by completing this form and returning it to Academic Records.

This authorization will remain in effect for the current academic year, or until the student updates or revokes it. The authorization must be renewed at the beginning of each subsequent academic year.

### STEP ONE Instructions: ALL STUDENTS must complete this section. PLEASE PRINT LEGIBLY

Student Contact Information:

Cell Phone # \_\_\_\_\_ Email (Non-WPU) \_\_\_\_\_

I give Warner Pacific University permission to leave a detailed phone message regarding my academic information at any phone number I provide to the university.  Yes  No

Release Code:  
To obtain access to specific, personal information, individuals (including the student) will be asked to provide a Release Code. **It is the student's responsibility to provide the code to approved individuals listed below.** Please create a release code or phrase and write it in the space provided:

Release Code \_\_\_\_\_

### STEP TWO ACADEMIC INFORMATION RELEASE

I hereby give Warner Pacific University permission to release academic information to the following individual(s). Please include each individual for whom you wish to give academic information access.

Person #1 \_\_\_\_\_ Relationship \_\_\_\_\_

Person #2 \_\_\_\_\_ Relationship \_\_\_\_\_

Person #3 \_\_\_\_\_ Relationship \_\_\_\_\_

### STEP THREE SIGNATURE

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ WPU ID #: \_\_\_\_\_

### STEP FOUR SUBMIT COMPLETED FORM TO RECORDS OFFICE

Email to [records@warnerpacific.edu](mailto:records@warnerpacific.edu) or submit form at the Records Office, Upper Egtvedt Hall. Phone #: 503-517-1013

### OPTION TO REVOKE

You have the option to revoke this release at any time. Please contact the Warner Pacific University Records Office if you wish to revoke the release.

### OFFICE USE ONLY

Date Received \_\_\_\_\_ Initials \_\_\_\_\_ Date Revoked \_\_\_\_\_ Initials \_\_\_\_\_