

FERPA Release Form

Family Educational Rights and Privacy Act



Last Name: _____ First Name: _____ Student ID: _____

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 information.

Academic 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 approximately one year after the student graduates or ceases enrollment, or until such time as the student updates or revokes it.

STEP 1: ACADEMIC INFORMATION RELEASE

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

Person #1 Name: _____ Relationship: _____

Person #2 Name: _____ Relationship: _____

Person #3 Name: _____ Relationship: _____

Release Code

To obtain access to confidential academic information, the individuals listed above will be asked to provide the Release Code. Please create a release code (word or phrase) and write it below.

It is the student's responsibility to provide the code to the individuals listed above.

Release Code: _____

STEP 2: SIGNATURE

Student Signature: _____ Date: _____

STEP 3: SUBMIT TO WPU RECORDS OFFICE

Submit at Upper Egtvedt Hall or via email at records@warnerpacific.edu. Phone: 503-517-1515

OPTION TO REVOKE/CANCEL

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

OFFICE USE ONLY

Date Received _____ Initials _____ Date Revoked _____ Initials _____