FERPA Authorization to Release Student Record Information (One-Time Release)



The Family Educational Rights and Privacy Act (FERPA) protects the privacy of student records by restricting the release of certain information contained in the student's educational record. Without written authorization, the State University of New York at Oswego will not release educational records to a third party.

Authorizations must either be received in person (with appropriate identification presented), or notarized and delivered by mail.

PLEASE NOTE:

- The Registrar's Office does not retain disciplinary, financial or health records.
- Official Transcripts must be ordered directly at www.oswego.edu/transcripts.

Education record information to be released:

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□ ENROLLMENT VERIFICATION □ UNOFFICIAL TRANSCRIPT

- OR - PROVIDE A DESCRIPTION BELOW OF THE SPECIFIC INFORMATION TO BE RELEASED

3

ΝΑΜΕ	
ORGANIZATION/SCHOOL/COMPANY	
ADDRESS	CITY/STATE/ZIP

Student's Authorization:

Enter Recipient's Information:

I acknowledge by my signature that I understand I am authorizing the State University of New York at Oswego, Registrar's Office to release the above specified information contained in my educational record. Furthermore, I understand that this request is a one-time only release.

LAST NAME

INCLUDE FORMER NAME(S)

STUDENT ID (OR SOCIAL SECURITY) NUMBER

STUDENT'S SIGNATURE

Return completed and notarized form to: SUNY Oswego, Registrar's Office, 301 Culkin Hall, Oswego, NY 13126

If form is being mailed, notary is required. Authorizations must either be received in person (with appropriate identification presented), or notarized and delivered by mail.

notary seal

FIRST NAME

DATE OF BIRTH

DATE