

Please Read: Consistent with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended in 34 CFR Part 99 (12/09/08), Concordia University Wisconsin has established this form to provide students with a vehicle to release FERPA protected information to a third part (e.g. parents, employer).

For a complete statement of student's rights under FERPA, you may obtain a copy through any one of the means listed below:

CUWAA website: <https://www.cuw.edu/ferpa> OR <https://www.cuaa.edu/ferpa>
E-mail: registrar@cuw.edu OR cuaaregistrar@cuaa.edu
Requests Through U.S. Mail: Concordia University
Office of the Registrar, 12800 North Lake Shore Drive, Mequon, WI 53097

This form must be submitted either in person to the Registrar's Office, by the student with a valid picture ID, or emailed to registrar@cuw.edu (CUW STUDENTS) or cuaaregistrar@cuaa.edu (CUAA STUDENTS) from the student's university issued email address. The form cannot be accepted if submitted via mail, fax or an outside email address.

Release of Student's Educational Record

Student Requesting record to be released _____ F00 _____
print name Banner ID#

CUWAA Student's Home Address _____
street
city state zip code

Please release my educational record as initialed below to the following individual/party.

Send to: Name(s) _____
Address _____
street
city state zip code

Please release the following educational record(s) (student initials in each box). Note that this release is for one year. Student must resubmit this form every year.

- Grades**
- Student Conduct Records**
- Student Aid Financial Records**
- Student Account Records**
- Academic Dishonesty Records**
- Other** (please be specific) _____

I, the undersigned student, give permission to release my educational record(s) as noted above to the individual/party listed above:

Signed (student) _____

Date _____