



Student Records Release Form Confidentiality Agreement

Schools have a duty to keep the personal information in student records private. This right is established under the Family Educational rights and Privacy Act of 1974 (FERPA). FERPA also lists several situations where a student's personally identifiable information can be released without the student's prior written consent. Some of the exceptions are as follows:

- Disclosure can be made to authorized representatives of the U.S. Department of Education, Office of the Inspector General, or state and local educational authorities;
- Disclosure can be made in connection with financial aid which the student has applied for, and
- Disclosure may be made to organizations, working on behalf of educational agencies, who are conducting studies concerning the administration of student aid programs.
- Section 668.47(a)(12) allows disclosure in regard to sex discrimination issues relating to the accused and the victim.

For additional information regarding compliance with FERPA, the student may contact:

**Family Policy and Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, D.C. 20202-4605**

AUTHORIZATION TO RELEASE INFORMATION

I authorize the University of Atlanta to release information contained in my Student Records to the following:

Name of Person/Agency/Business

My signature below releases all parties from any liability whatsoever in connection with the supplying or use of any and all information.

Student Signature

Date (mm-dd-yyyy)