

Authorization to Disclose Education Records to Parent

In compliance with the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), the University is prohibited from providing certain information from your student records to third parties, such as information on grades, academic issues, billing, tuition and fees assessment, financial aid, and other student record information. This restriction applies, but is not limited, to your parents, spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your student records to your parent by completing this form. The specified information will be made available only if requested by your parent – the University does not automatically send information to your parent(s). You must complete a separate form for each parent.

Submit your completed form to the Office of the Registrar. Please note that your authorization to release information to your parent has no expiration date; however, you may revoke your authorization at any time by sending a written request to the Office of the Registrar. Additionally, for your parent, this form overrides any FERPA Directory restrictions that you may have already initiated (or plan to initiate in the future) for your student record.

Section 1: Student Information

Student Name: _____ Student Banner ID: _____
College Affiliation: COM COP COG SSN (Last 4 Digits): _____
Expected Graduation Semester/Year: _____ NEOMED Email: _____

Section 2: Parent Designee

Name: _____ SSN (Last 4 Digits): _____
Current Address: _____
Daytime Phone: _____ Relationship: Father Mother
Education Record Release Type: Academic

Section 3: Parent Authentication

When your parent contacts the University, he/she will be asked to authenticate his/her identify by providing a correct response to at least one security question. **You, the student, should choose at least one security question and provide it to your parent for reference.** Do not choose a question that could be easily guessed. If your parent is unable to correctly provide an answer to the security question, NEOMED will not release any information from your education record. If you forget or misplace your personal security question, NEOMED can provide it to you via your NEOMED email address, or you may come to the Registrar's Office on campus to make changes or get a reminder.

Security Question #1: _____

Security Question #1 Answer: _____

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Section 3: Parent Authentication – Cont.

Security Question #2: _____

Security Question #2 Answer: _____

Section 4: Student Authorization

By signing below, I consent that NEOMED may disclose and discuss confidential information from my education record with my parent as identified above.

Students Signature: _____ Date: _____

Section 5: Revoke Authorization (to revoke prior Authorization to Disclose only)

By signing below, I hereby revoke any prior authorization for NEOMED to disclose my education record information with the parent listed above, effective immediately.

Students Signature: _____ Date: _____

Section 6: Office of the Registrar Confirmation of Receipt & Processing

Disclosure authorization coded in Banner

Date Posted: _____ Processor Initials: _____

Authorization Removed from Banner (if applicable)

Date Removed: _____ Processor Initials: _____