

Authorization to Disclose Education Records to Designee

In compliance with the Federal Family Education 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 designee (a parent, spouse, advocate, or sponsor).

You may, at your discretion, grant the University permission to release information about your student records to your designee by completing this form. The specified information will be made available only if requested by your designee – the University does not automatically send or provide information to your designee without your consent. You must complete a separate form for each designee.

Submit your completed form to the Office of the Registrar. Please note that your authorization to release information to your designee is not time limited and therefore continues indefinitely. You may revoke your authorization at any time by requesting to update this form as on file with the Office of the Registrar. Additionally, for your designee, 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: @_____

Program: _____ College: _____

Expected Graduation Date: _____ NEOMED email: _____

Section 2: Designee Information

Name: _____ Cell Phone: _____

Current Address: _____ Relationship to student: _____

Education Record Release Type: [] Academic

Section 3: Designee Authentication

When your designee contacts the University, the designee will be asked to authenticate identity 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 designee for reference. Do not choose a question that could be easily guessed. If your designee 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 once of the Office of the Registrar in person to make changes or verify your original security information provided on this document.

Security Question #1: _____

Security Question #1 Answer: _____

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 designee identified above.

Signature of Student: _____ Date: _____

Section 5: Revoke Authorization

By signing below, I hereby revoke any prior authorization for NEOMED to disclose my education record with my designee identified above, effective immediately.

Signature of Student: _____ Date: _____