

## Student Information Release Form

In compliance with the Federal *Family Educational Rights and Privacy Act of 1975* (FERPA), Letters & Science Academic Advising Services is prohibited from providing information from your student records to a third party. Third parties include, but are not limited to, your parents, spouse, family members, or sponsors. Discussions during academic advising appointments often contain student information that is protected under FERPA. Therefore, any third party wishing to be present during an academic advising appointment must have written permission from the student via this waiver form in order for student record information to be discussed.

### Authorization of Information Release

By signing below, I authorize the person names above to be present during my academic advising appointment and for Letters & Science Academic Advising Services to release my academic record information to the third party named below during this session. Academic student record information includes:

- Grades/GPA, academic standing, academic actions, and probationary status
- Class schedules and course enrollment history
- Academic advisor's name
- Campus ID number
- Advisor Note System entries

This information is being released for academic advising purposes, such as course selection and maintaining degree progress. I understand that this form is only valid for the advising interaction occurring during the date I sign this form, and that I must fill out a new form each time I invite a third party to an advising meeting. I acknowledge that this form does not provide for the release of FERPA protected student information to any parties via email or phone, or in person without my presence. I also acknowledge that for the duration of this advising session, this form overrides any FERPA directory information I may have previously requested to suppress.

### Student Information:

First Name:	Last Name:	Email Address:
Signature	Campus ID Number	Date

### Third Party Information:

First Name:	Last Name:	
Signature	Relationship to student	Date:

For Advisor Use Only:    Release noted in ANS?        Staff Name: