Oregon State University Student Consent to Release Information Form

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student’s education records. Education records include all student records. These are considered confidential and will not be released without written consent from the student. In accordance with FERPA, it is necessary for Oregon State University to obtain written consent from the student in order to release any information to a third party.

This form specifically relates to records in the Office of the Registrar, Business Affairs, Financial Aid & Advising Offices

Confidential Status established by the student through the Office of the Registrar overrides all release requests on file with OSU. No information will be released while a student’s record is marked Confidential with the Office of the Registrar, regardless of any signed release on file.

Student’s Name: ___________________________ OSU ID #: ___________________________

I authorize the release of the following information (select all that apply):

Release of Student Record Information from the Office of the Registrar
- [ ] Academic Transcript
- [ ] Enrollment Information
- [ ] Degree Progress
- [ ] Course Schedule
- [ ] All information
- [ ] Other: ___________________________

Purpose of release: ________________________________________________________________

Release of Student Account Information from the Office of Business Affairs
- [ ] Account Balance
- [ ] Account holds
- [ ] Transaction Information (charges and payments)
- [ ] All information
- [ ] Other: ___________________________

Purpose of release: ________________________________________________________________

Release of Student Financial Aid and Scholarship Information from the Office of Financial Aid
- [ ] FAFSA Application Information
- [ ] Aid Package
- [ ] Needs Analysis Results
- [ ] All information
- [ ] Financial Aid and Scholarship Disbursements
- [ ] Other: ___________________________

Purpose of release: ________________________________________________________________

Release of Academic Advising Information
- [ ] General (any information from my education records that pertains to academic advising)
- [ ] Specific (e.g. advising plan): ______________________________________________________

Purpose of release: ________________________________________________________________

Name: ___________________________ Relationship: ___________________________ Secret code*: ___________________________

Name: ___________________________ Relationship: ___________________________ Secret code*: ___________________________

* In order for information to be shared over the phone, the individual must know their secret code. Do not make this the same as your password.

Once signed, this consent is valid until revoked, which can be done at any time by completing the section below. I understand that this release covers all transactions from any date on my student record.

_________________________________________ Date: ___________________________

Student’s Signature:

To Revoke My Permission to Release Education Records:

I hereby revoke permission to release my education records.

Print Full Legal Name: ___________________________ OSU ID #: ___________________________

Signature: ___________________________ Date: ___________________________