

CENTENARY UNIVERSITY
 FERPA STUDENT INFORMATION RELEASE AUTHORIZATION
 In Compliance With The
 FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Federal Family Education Rights and Privacy Act of 1974, Centenary is prohibited from providing certain information from your student records to a third party. This restriction applies to, but is not limited to, your parents, your spouse, or a sponsor or legal guardian.

You may, at your discretion, grant the College permission to release information about your student records to a third party by submitting a complete "FERPA Student Information Release Authorization" form. The specified information will be made available only if requested by the authorized third party. This form allows authorized third parties to access student record information from any Centenary campus or off-campus site. **NOTE:** For the authorized party named on this form, this release overrides all FERPA directory suppression information that you have set up in your student record. For more detailed information on your rights under FERPA, please refer to the Centenary College catalog.

The "FERPA Student Information Release Authorization" form is to be submitted to the Registrar's Office. Your authorization to release information has no expiration date. You may revoke your authorization at any time by sending a written, signed request to the attention of the Registrar's Office. **The submission of updated, signed FERPA forms takes precedence over earlier FERPA forms that have been submitted!**

SECTION A: STUDENT INFORMATION			
Name (Last, First, Middle Initial)	Student ID Number	Student Birthdate	Last 3 digits SS#
Section B: Third Party Designee (e.g., Parent(s); Spouse; Legal Guardian)			
Name(s) [Last, First, Middle Initial]	Relation to student	Personal E-Mail Address	
1.			
2.			
3.			

Please include ALL individuals to whom we may speak.

Please check one or more of the boxes below to grant authorization to different types of information and student accounts/records.

<input type="checkbox"/> BILLING – Billing statements, charges, credits, payments, past-due amount and/or collection activity, including Centenary-maintained loans.
<input type="checkbox"/> ACADEMIC – Grades, GPA, demographic, registration, student ID number, academic progress status, and enrollment information including attendance records.
<input type="checkbox"/> FINANCIAL AID – Financial aid awards, application data, disbursements, eligibility and/or financial aid satisfactory academic progress status.
<input type="checkbox"/> DISCIPLINARY – Judicial records, including offenses, sanctions, and sanction status.
<input type="checkbox"/> NO RELEASE – I do not wish to grant authorization to any third party(ies) for the release of confidential information at this time.

SECTION C: CERTIFICATION	
I authorize the above third party(ies) named in section B to access the above indicated student record(s) and/or account(s) information. This authorization does not permit the third party to make any changes.	
Student's Signature	Date

If mailed in to the Registrar's Office, the FERPA Student Information Release Authorization form must be notarized!

Notary Public Certification:

State: _____ County: _____

This instrument was signed before me on _____ (date)

by _____, known to me to be the person signing.
Signature of Applicant (Student)

Notary Signature (stamp/seal)