

Family Educational Right and Privacy Act Release

Please print:

Student Name _____
Last First Middle

Room/Apartment Number _____ Residence Hall _____

Student ID _____ Birth date ____ / ____ / ____ Cell No. _____
M D Y

FSU & PCTCs FERPA policy is located at: <http://www.fairmontstate.edu/finaid/consumer-information>

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to protect the privacy of information concerning individual students by placing certain restrictions on the disclosure of information concerning students and that which is contained in a student's educational record. I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) **and this consent to release shall remain in effect until revoked by me, in writing, and delivered to the Office of Housing and Residence Life.** Any disclosure of information made by FSU & PCTC prior to the receipt of written revocation is not affected by revocation. I further understand that in order for FSU & PCTC to release information to the individual(s) named below, this release must be executed. Therefore, I, the undersigned, authorize Housing and Residence Life & Judicial Affairs to release my educational records related to any aspect of my academic performance, support, and student conduct to the person(s) listed below:

Name _____

Relationship _____

Address 1 _____

Address 2 _____

Telephone # _____

Name _____

Relationship _____

Address 1 _____

Address 2 _____

Telephone # _____

Furthermore, I allow release of this information over the telephone if the person(s) listed above can provide the four digit password on record with following password (password **must be four single digit numbers**, e.g.1234). **Note: Each student may have multiple FERPA waivers on file with different FSU & PCTC Departments; as such, FSU & PCTC encourages you to use the same Password with each Department.**

Password = _____

Student Signature

Date

This form MUST be submitted in person by student.