Instructions:
Option 1: Take this form and sign it in person at the Enrollment Services Office.
Option 2: Return the completed, signed and notarized authorization to the Enrollment Services Office (Post or Brooklyn); or to the Dean’s Office at Brentwood, Riverhead or the Westchester and Rockland Graduate Campus.

AUTHORIZATION TO DISCLOSE ACADEMIC INFORMATION TO THIRD PARTIES

In accordance with the Family Educational Rights & Privacy Act (FERPA), The University will disclose information from the education record of a student provided the University has on file written consent of the student. If you consent to the release of your education record, please sign below and return to Enrollment Services. This authorization remains in force until a letter requesting the cancellation of the authorization is received by Enrollment Services.

Student Name: ______________________________________ ID: ____________________________

(please print)

I, request that my educational record(s) be released to the following individual(s). Please list the name(s), and the relationship to the student. For example, “parent”, “guardian”, “prospective employer”, “attorney” or list “other” and identify and describe the third-party relationship:

Name ____________________________ Relationship to Student ____________________________
(a) ____________________________________________________ ____________________________
(b) ____________________________________________________ ____________________________
(c) ____________________________________________________ ____________________________
(d) ____________________________________________________ ____________________________

(Note: this consent does not cover medical records held solely by University Health/Medical Services – contact that office for consent forms.)

______________________________ ____________________________
STUDENT’S SIGNATURE: DATE:

To be completed by the Office of Enrollment Services

Received by: ____________________________________________________

Signature Witnessed by: ____________________________________________

Photo ID Presented: ____________________________________________

Entered into PeopleSoft: ____________________________________________

Date ____________________________ Signature of staff member