



## FERPA WAIVER CHECKLIST:

Check off each box once part is completed.

- Print name and ID (the student ID is the nine-digit number that begins with 100).
- “I, request that my educational record(s) be released to...” – Read the entire statement. List the names of each person you want to have access to your records/documents and his/her relationship to you.
- Sign / date the document** in the presence of a Notary or a staff member in the Office of Enrollment Services – This confirms the document is authentic.

**Note:**

If you cannot hand-deliver the FERPA Waiver to Enrollment Services, you must mail the **original notarized** form to the Office of Enrollment Services at the address below.

If you do not want your records released, please, fill out the Authorization to Withhold the Release of Directory Information, which can be found at: <https://liu.edu/Brooklyn/Enrollment-Services/Registration/FERPA-Forms>. The **original notarized** form must be submitted to the Office of Enrollment Services at the address below.

LIU Brooklyn Enrollment Services  
1 University Plaza  
Brooklyn, NY 11201

\*Keep a copy of this for your records\*



# Enrollment Services

BROOKLYN CAMPUS • LONG ISLAND UNIVERSITY

1 UNIVERSITY PLAZA, BROOKLYN, NY 11201 • 718-488-1013

### 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