



FERPA FORMS AND DIRECTIONS (RO – 03/22)

FERPA: FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT RELEASE FORM

This form is required if you wish someone other than yourself to have access to your education records. Complete form with your full name and GSU student ID#. Acknowledge consent of release of education records by checking box. Enter names of individuals or agencies you are giving consent to have access to your records. You must also include a FERPA password so any individual or agency listed will be able to request information on your records over the phone or via email. Sign, date and submit form to the Registrar's Office. **Form will not be accepted or processed if it is not completed in its entirety. Please do not submit this form if it is already on file and there are no changes.**

FERPA REVOCATION FORM

This form is required if you have a FERPA Release Form on file with the Registrar's Office and you no longer wish to give consent for release of your education records to an individual or agency which was indicated on the original release form or you wish to remove the FERPA form entirely from your student record. Complete form with your full name and GSU student ID#. Acknowledge consent of removal of an individual/agency and list the name you wish to remove or request to revoke FERPA release by checking appropriate box. Sign, date and submit the form to the Registrar's Office.

REQUEST TO PREVENT DISCLOSURE OF DIRECTORY INFORMATION FORM

Directory information (as described on form) can be released without the consent of the student. This form is required if you wish to prevent disclosure of your directory information or to remove a previous request to prevent disclosure on file in the Registrar's Office. Please keep in mind, if you choose to withhold directory information, University officials will not be able confirm your enrollment or degrees awarded with third parties such as potential employers or insurance companies. Complete the form with your full name and GSU Student ID#. Sign, date and submit to the Registrar's Office. If removing previous prevention on file, check box at bottom of form, sign and date.

PARENT/GUARDIAN REQUEST FOR ACCESS TO STUDENT'S EDUCATION RECORDS FORM

You as the parent or guardian may complete and sign this form and submit it to the Registrar's Office. You must accompany this form with a signed copy of the preceding year's tax return to demonstrate the student is a dependent for federal income tax purposes. The copy provided must have either been completed by a third party (i.e., H&R Block) or be an official complete copy from the Internal Revenue Service or tax preparation software (i.e., TurboTax). Dollar amounts may be whited out or marked through if you prefer to not share this information. If a copy has already been provided to another office during the admissions process, please notify our office.

This form and accompanying tax return will be required to be completed and submitted for each academic year your student is enrolled at Glenville State University. If a new form is not submitted, your student's education records will no longer be released after the conclusion of the academic year indicated below. In addition, a student has the legal authority to notify the Registrar's Office if he or she is no longer your dependent for federal income tax purposes. If the Registrar's Office has been notified of this change and verifies the change, their education record will no longer be released to you unless the student signs and submits a "FERPA" Release Form" identifying you as having permission to their education records.