



## **FERPA FORMS AND DIRECTIONS (RO – 06/25)**

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### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) RELEASE FORM**

This form is required if a student wishes someone other than themselves to have access to their education records. Complete form with full legal name and GSU student ID#. Student will need to acknowledge consent of release of education records and enter names of individuals or agencies they are giving consent to have access to their records. A FERPA password must also be indicated so any individual or agency listed will be able to request information. 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 and should not be submitted if it is already on file and there are no changes. If the form is submitted again and there were changes, the most recent submission will be retained, the changes will be made, and the previous release on file will be discarded.**

### **FERPA REVOCATION FORM**

This form will be required if a student has a FERPA Release Form on file with the Registrar's Office and wishes to remove the release entirely from their student record and is no longer authorizing others to have access to their education record. Complete form with full legal name and GSU student ID#, check appropriate box(es), 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**

A parent or guardian may complete and sign this form and submit it to the Registrar's Office. A signed copy of the preceding year's tax return must accompany the form 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 preferred. If a copy has already been provided to another office during the admissions process, please notify our office so we can obtain a copy.

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