



GLENVILLE
STATE UNIVERSITY

Family Educational Rights and Privacy Act (FERPA) Release Form (RO-06/25)

Registrar's Office 200 High Street, Glenville, WV 26351 304-462-4117 Fax 304-462-8619 registrar@glenville.edu

Student Name: _____ **GSU ID#:** _____

This form is to be used for the purpose of assigning rights of access to non-directory information in your Glenville State University education records under the Family Educational Rights and Privacy Act of 1974, commonly known as FERPA or the Buckley Amendment. FERPA is a federal law that protects the privacy of student education records. Glenville State University is bound by FERPA in matters pertaining to rights of access and the disclosure of non-directory information. (NOTE: Your declaration on this form will take precedence in any instance of a conflicting declaration made by you on other GSU forms.)

DO NOT COMPLETE AND SUBMIT IF THIS FORM IS ALREADY ON FILE AND THERE ARE NO CHANGES. IF YOU SUBMIT THIS FORM AGAIN, THE MOST RECENT SUBMISSION WILL BE RETAINED AND THE PREVIOUS RELEASE ON FILE WILL BE DISCARDED.

Subject to FERPA requirements and provisions, the University may provide access to said information in accordance with your declaration, as indicated below.

☐ I consent to release or disclose my education records to:

Must list full name(s) below (name of parent, grandparent, guardian, spouse, agency, etc.)

ACCESS PASSWORD: A FERPA password must be used by the individual(s) named above when requesting information. Access will not be granted without this password. It is suggested you do not use your birth date, SSN or GSU ID#. Your password can be any combination of letters, numbers or symbols.

FERPA Password: _____ Be sure to share with individual(s) listed above.

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to inspect and review such records upon request; and (3) this consent to release or disclose shall remain in effect for my entire enrollment period at Glenville State University unless revoked by me by submitting a FERPA Revocation Form.

Student Signature

Date

**Return form to the Registrar's Office for processing.
Form will not be accepted or processed if it is NOT completed in its entirety.**