



# WILEY COLLEGE

## Unit of Student Records

711 Wiley Avenue - Marshall, Texas 75670  
Phone: 903-927-3215 Fax: 1-800-382-0378

### Student FERPA Release Form

Student's Name \_\_\_\_\_ Wiley ID# \_\_\_\_\_

It is the policy of Wiley College, in accordance with the Family Educational Rights and Privacy Act (FERPA), to withhold personally identifiable information contained in our students' educational records unless the student has consented to disclosure or FERPA allows disclosure. Directory information, such as name and address, may be disclosed to the public upon request. However, private information, such as grades, class schedules, the student's account, and financial aid awards may not be released without expressed consent from the student.

I give permission for the following person(s) to have access to my educational records.

Persons to whom information may be released:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Release to  Cancel Release

What identifiable word must this person know in order to release information by phone? \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Release to  Cancel Release

What identifiable word must this person know in order to release information by phone? \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Release to  Cancel Release

What identifiable word must this person know in order to release information by phone? \_\_\_\_\_

Please initial all that apply:

- \_\_\_\_\_ All Financial Records in the Student Accounts Office
- \_\_\_\_\_ All Financial Aid Information
- \_\_\_\_\_ All Academic Records
- \_\_\_\_\_ Other \_\_\_\_\_

I acknowledge by my signature that I understand that, although I am not required to release my records, I am giving my consent to release the designated information to the person(s) named below. I understand that this release will remain in effect unless I revoke such consent in writing and the revocation is received and processed by Wiley College.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This authorization will remain in effect as long as the student remains in continuous enrollment at Wiley College. Should the student's dependency status change during his or her enrollment period, it will be the responsibility of the student to notify the Unit of Student Records/Registrar of his or her change in status.

Return this completed form and documentation to the address above.

SR: Student FERPA Release Form:LR/11-11 Revised

Copy – Registrar's Office

Copy – Financial Aid

Copy – Student Accounts