



CONSENT TO DISCLOSE STUDENT EDUCATION RECORDS

If any person other than you needs or will need access to your education records maintained by Fort Lewis College, complete this form and return it to the Registrar's Office, Room 160 Miller Student Center. Other College officials may take this form directly from the student and forward to the Registrar's Office.

Family Educational Rights and Privacy Act of 1974 (FERPA)

FERPA defines the requirements for access to and release of student education records. Student education records are defined as records that are directly related to a student and are maintained by an educational institution. Fort Lewis College has designated certain parts of a student's education record as "Directory Information," (see below) which may be disclosed to third parties without the student's written permission unless the student requests non-disclosure at the Registrar's Office. Student education records include, but are not limited to, course grades, billing records, and disciplinary records.

In general, education records that are not designated Directory Information may be disclosed only to the student unless the student provides written consent to disclose those records to other persons. However, disclosure of non-directory information may be made to (1) an individual who claims the student as a dependent on the individual's federal income tax return, as defined in Section 152 of the Internal Revenue Code, (2) to parents or legal guardians of a student who is under 21 years of age and has been disciplined by the college for any alcohol or drug policy violations, and (3) to parents or legal guardians of a student who is in a health and safety crisis.

I, _____ Student ID Number _____, hereby give my permission to Fort Lewis College to release my education records to the following person(s). **This release shall remain in effect until I submit a separate written request to the Registrar's Office to change or rescind it.**

NAME	RELATIONSHIP	REASON AND PURPOSE FOR DISCLOSURE
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Student Signature: _____ Date: _____

Registrar's Office Use Only:	
Processed by: _____	Date: _____

Directory Information as Defined by Fort Lewis College:

1. Student's name, addresses, telephone numbers, and Fort Lewis College e-mail address.
2. Date and place of birth.
3. Major and minor fields of study.
4. Dates of attendance.
5. Degree information including degree and date conferred, honors and awards information, class and enrollment status.
6. Participation in recognized college activities and sports.
7. Most recent school attended.