



## FERPA Consent to Release Student Information Form

**DISCLAIMER:** Please download the form, fill out all information, SAVE the form to your computer and then submit your completed application to the Academic Records office.  
(Failure to save the form will result in a loss of all typed information)

The Family Education Rights and Privacy Act of 1974 (FERPA) states that a student must authorize in writing the release of his/her educational records. Please complete and sign this form to authorize release of your educational, financial aid and bursar records by any University official to an individual indicating the relationship listed below and who is able to provide the security keyword listed below.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ CWID No: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Do you meet any of the following: Student Athlete  Veteran  International  OSD  TAA  WIOA

I \_\_\_\_\_ hereby voluntarily authorize officials at California University of Pennsylvania to disclose personally identifiable information from my educational records to the following individuals:

\_\_\_\_\_  
Last Name, First Name (Please Print)

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Last Name, First Name (Please Print)

\_\_\_\_\_  
Relationship to Student

\_\_\_\_\_  
Last Name, First Name (Please Print)

\_\_\_\_\_  
Relationship to Student

Security Keyword: \_\_\_\_\_

**NOTE: This consent does not cover medical records held solely by Student Health Services or University Counseling Services. Contact those offices for consent forms.**

I understand the information may be released orally or in the form of copies of written records, as preferred by the requestor. I understand that this form remains in effect until otherwise revoked by me in writing.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**Student must hand-carried completed form along with photo ID to the Academic Records office:  
Location: Dixon Hall Room 122.**

**\*\* If student cannot bring the form into Dixon Hall in person, it must be signed and dated by a Notary Public. \*\***