

Kansas Wesleyan University

FERPA Release Form

The Family Educational Rights and Privacy Act of 1974 (PL 93-0280), better known as FERPA, allows you, the student, the right of access to your official records maintained by Kansas Wesleyan University. You have the right to inspect and review your educational records by filing a written request with the registrar (a 45-day window is allowed for response). Under FERPA, your personal information including grade reports, financial information and notice of academic and disciplinary actions are confidential to you unless you grant permission to send such notices to others. Without your written consent, Kansas Wesleyan University does not release confidential information to anyone other than:

- Kansas Wesleyan University personnel requiring information for the proper performance of their duties
- Organizations conducting studies for educational and governmental agencies
- Accrediting agencies
- Appropriate persons in case of health or safety emergencies
- Agencies or offices in connection with the student's application for or receipt of financial aid
- Governmental officials, as identified in Public Law 93-380
- Parents of dependent children as defined in the Internal Revenue Code of 1954
- An appropriate official in response to a court order

If you want your parents or guardians to receive routine grade reports or other official correspondence, you must complete and sign the authorization portion below.

The University assumes no liability for honoring your instructions.

Please note: If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access to the student's records upon request without consent.

Educational Record Release Consent

(Please check the appropriate box)

I authorize Kansas Wesleyan University to release any and all financial, academic, disciplinary or other Educational records to the following, select persons:

Father's Name (First, Middle, Last)

Mother's Name (First, Middle, Last)

(First, Middle, Last)
Guardian/Relative / or other (please specify)

(First, Middle, Last)
Guardian/Relative / or other (please specify)

Spouse's Name (First, Middle, Last)

I DO NOT waive my right of privacy.

Note: Notices of alcohol and drug offenses, as well as if a student withdraws from college, will be forwarded to parent or legal guardian.

Print Name _____

Signature _____

Date _____ Student ID # _____

Directory Information

FERPA also provides that certain categories of personal information maintained by Kansas Wesleyan University may be made available to the general public (e.g. potential employers, graduate schools, etc.). Examples of "directory information" include name, telephone number, e-mail address, major field of studies, dates of attendance, honors and awards, and degrees earned. Students may choose to opt out of public disclosure of directory information by requesting what is known as a "FERPA Block".

A student interested in obtaining a FERPA Block should be aware of the substantial consequences of the block: First, unless another exception under FERPA permits disclosure, an active FERPA Block will prevent KWU from disclosing the student's attendance or degree to prospective employers, graduate/professional schools, insurance companies, etc. Second, directory information relating to a student with an active FERPA Block will not appear in any KWU publication including honors lists or the KWU Commencement program.

Students who wish to request a FERPA block must submit a completed FERPA Block Request form to the Office of the Registrar. A FERPA Block, once obtained, will remain in effect until the student authorizes its removal in writing, including after graduation.

I understand my right, under FERPA, to request non-disclosure of directory information and that I must submit an official request if I wish to do so.

Signature _____

Date _____

Public Relations

Kansas Wesleyan University likes to tell the story of your great work. If you wish to have your accomplishments publicized, please provide the name of your local newspaper below. This information may also be released routinely to certain inquirers and the news media unless you request in writing that this information is to be withheld. KWU does not release anything more than the Directory information described below without seeking your written permission.

Students may be photographed or videotaped on campus or at college-related functions. The college has exclusive rights to these photographs/videotapes and may use them to promote the institution. Accomplishments of students may also be used to promote KWU.

Newspapers and Other Media (Please check the appropriate box)

I give Kansas Wesleyan University permission to publish or release my Directory information to my hometown newspapers and to other media.

Name of hometown newspaper: _____

I DO NOT permit Kansas Wesleyan University to publish or release my Directory information to newspapers or other media.

Signature _____

Date _____

Photographs (Please check the appropriate box)

I give Kansas Wesleyan University permission to publish or release my photograph with or without identifying caption.

I DO NOT permit Kansas Wesleyan University to publish or release my photograph.

Signature _____

Date _____