Authorization to Release Information

In compliance with the Federal Family Education Rights and Privacy Act of 1974 and the Curators' Policy on Access to and Release of Student Records, the University is prohibited from providing certain information from your student records to a third party, such as information on grades, billing, tuition and fees assessments, financial aid, and other student record information. This restriction applies, but is not limited to your parents, your spouse, or a sponsor.

You may, at your discretion, grant the University permission to release information about your records to a person/third party by submitting a completed FERPA Release Authorization Form. Information will only be made available if requested by the person/third party, as the University does not automatically send information to a third party.

What is FERPA?
The Family Educational Rights and Privacy Act of 1974 (FERPA) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see these websites for full explanation and regulatory exceptions:

http://www.umsl.edu/studentlife/dsa/student_planner/policies/confidentiality.html


Why should I sign this form?
If you sign this form, the person/third party to whom you have given access will be able to discuss your records or student accounts with representatives of the University Registrar, Cashier's and Student Financial Aid offices without providing your written consent each time.

Does everyone need to sign this form?
No. Students should only sign this form if they want to give someone outside the university access to their educational records. (See Directory Information below.)

Can I change my mind?
Yes. If you decide that you no longer want others to have access to your records, you must submit, in person, a written request to the Office of the Registrar.

What types of information will be released to the designated parties if I sign this release?
Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. University individuals may choose to not release information without obtaining specific student permission. Release of information is not required by law.

What does the University consider directory information?
Directory information may be released without the student's written consent. The University of Missouri defines directory information as a student's name, address, telephone listing, e-mail address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, student level, enrollment status in any past or present semester (i.e. full/part-time), and the most recent education agency or institution attended. This information may be released to anyone, unless restricted by written authorization of the student. Contact staff in the Office of the University Registrar if you wish to restrict this information.

Rev. 3/2011
Section A. Student Information

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<th>Name (last, first, middle initial):</th>
<th>Student ID number:</th>
<th>Date of birth:</th>
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Section B. Person/Third Party Company

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Section C. Authorization

By signing the authorization below, I agree and understand the following:

- The Cashier's Office may release records pertaining to billing statements, charges, credits, payments, past due amounts, financial awards, and/or collection activity. If this release is for a Third Party Sponsor / Payer billed by the University, the Cashier's Office may release any information requested by the payer.
- The Office of Student Financial Aid may release records pertaining to the types of aid received and/or disbursement information.
- The Office of the Registrar may release non-directory academic information including, but not limited to: class schedules, grades and academic standing.
- This form allows third parties to access student record information only from University of Missouri – St. Louis.
- For the person/third party designee(s) you name on this form, this release overrides all FERPA directory suppression information that you have set up in your student record
- Your authorization to release information has no expiration date, however, you may revoke your authorization at any time by sending a written request to the Office of the Registrar.

I authorize anyone identifying themselves as the above third party, named in Section B, access to my student records at University of Missouri – St. Louis. This authorization does not permit the third party to make any changes.

NOTE: This form must be signed in the presence of a UMSL staff member. This form cannot be mailed or faxed.

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