



2011/2012 FERPA Consent to Release Student Information

The Family Educational Rights and Privacy Act (FERPA) provides that an educational institution may not release confidential information about a student without the consent of the student. If you wish to waive a portion of this right, please complete this form.

Provide information from the educational records of _____
(Student name and Mount Mary ID#)
to _____
(Name of party or individual to whom information can be released)

The student's relationship to the requestor is as follows:

- Parent
- Guardian
- Legal Counsel
- Scholarship Grantor
- Other (please specify) _____

NOTE: THIS CONSENT DOES NOT COVER MEDICAL RECORDS HELD SOLELY BY THE COUNSELING CENTER. YOU MUST CONTACT THE COUNSELING CENTER FOR THEIR CONSENT TO RELEASE INFORMATION FORM.

The type of information that is to be released under this consent is (please mark any that apply):

- Transcript
- Academic progress/advising
- Academic disciplinary records
- Non-academic disciplinary records
- Student employment contract
- Financial Aid award letter (scholarships, grants, loans)
- Business office account/billing records
- All records
- Other (please specify) _____

The information is to be released for the following purpose:

- Family communication
- Employment
- Admission to an educational institution
- Scholarship application
- Other (please specify) _____

I understand the information may be released orally or in the form of copies of written records, as preferred by the requestor. I have a right to inspect any written records released pursuant to this consent (except for parents' financial records and certain letters of recommendation for which the student waived inspection rights.) I understand that this consent is in effect immediately and that I may revoke this consent in writing at any time to the Mount Mary College Registrar's Office.

Student Name: (please print) _____ Student ID Number: _____

Signature: _____ Date: _____

A typed signature will be accepted for those sending in this form via email.

Your completed form can be emailed to registrar@mtmary.edu or submitted in person to the Mount Mary College Registrar's Office, Room 153, Notre Dame Hall, 2900 N. Menomonee River Parkway, Milwaukee, Wisconsin 53222-4597.