



FERPA RELEASE FORM

Office of the Registrar • 240 Pine Ridge Road • Buffalo, NY 14225
(716) 896-0700 • FAX (716) 896-0705

Name _____ Student ID # _____
(Print Name)

Date of Birth _____ Age _____
(at the time of filling out this form)

I authorize Villa Maria College to release the following educational records upon request to the person(s) I have listed below. I acknowledge that this consent will be in effect and honored until a written request to rescind this authorization is received by the Villa Maria College Registrar's Office.

Check All That Apply:

- I do not grant access to any information
- Any and All Educational Records
- Attendance Records
- Billing / Account Information
- Financial Aid Information
- Grades
- Graduation Information
- Permission to Speak with Advisor
- Permission to Speak with Instructors
- Course Schedule
- Other (Please Specify): _____

Names of individual(s) I wish to release information to

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Student Signature _____ Date _____

Parent or Guardian Signature _____ Date _____
(if student is under 18 years of age)

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires a student's written consent in order for an educational institution to release confidential student records to another party, except to those parties who have been determined to have a legitimate educational interest as stated in the FERPA guidelines

Directory Information such as student name, address telephone listing, date and place of birth, major, honors, awards, dates of attendance and degree conferral can be released to outside organizations without prior consent. The following exceptions apply: authorized college officials, accrediting agencies and emergency situations that may impact the health and safety of the student or other students on campus. A student may request to withhold directory information by filing the Request to Withhold Directory Information Form with the Villa Maria College Registrar's Office.