



Office of Institutional Equity and Equal Opportunity

FERPA Release Form

Last (please print)

First (please print)

Middle Initial (please print) Student ID Number

I give the Office of Institutional Equity and Equal Opportunity permission to release the following selected information to the below listed recipients:

Campus Office:

Table with 2 columns: Campus Office (Community of Concern, Office of Student Conduct, Other, Please Specify) and Release options (Entire Case Record? Yes/No OR Meeting(s) on following date(s) only).

Individual Recipients:

Table with 2 columns: Recipient Information (Name, Phone #, E-Mail, Relationship to Student) and Release options (Entire Case Record? Yes/No OR Meeting(s) on following date(s)).

I understand that a copy of this form will be kept on file in the Office of Institutional Equity and Equal Opportunity. This authorization may be revoked by submitting a letter in writing stating my wish to revoke this consent to the Office of Institutional Equity and Equal Opportunity.

Authorization:

Student Signature

Date

You may deliver this form in person to 13 Main Building or fax it to 859-323-3739. For questions, please call the Office of Institutional Equity and Equal Opportunity at 859-257-8927.

Application of this form applies solely to the matters indicated above. This is a separate form from the Consent for Release of Information on Academic Records and Progress form that you can sign in the Registrar's Office. Please contact the Registrar's Office directly at 859-257-3161 for questions regarding the aforementioned form.

Office of Institutional Equity and Equal Opportunity Staff Use Only:

Date: _____

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of your student education records. The law applies to the University of Kentucky because it receives funds under an applicable program of the U.S. Department of Education.

FERPA gives you certain rights with respect to your education records.

- You have the right to inspect and review your education records maintained by the University. The University is not required to provide you copies of your records unless, for reasons such as great distance, it is impossible for you to review the records. If copies of records are furnished, the University may charge a fee for copies.
- You have the right to request that the University correct records which you believe are inaccurate or misleading. If the University decides not to amend the record, you then have the right to a formal hearing. After the hearing, if the University still decides not to amend the record, you have the right to place a statement with the record setting forth your view about the contested information.
- Generally, the University must have written permission from you in order to release any information from your education record. However, FERPA allows the University to disclose those records, without your consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - UK officials with legitimate educational interest;
 - Other schools to which you are transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with your financial aid;
 - Organizations conducting certain studies for or on behalf of the University;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

The University may disclose, without your consent, "directory" information such as your name, address, telephone number, place of birth, honors and awards, and dates of attendance. The University's list of directory information may be found at www.uky.edu/registrar/FERPA-privacy. You may request that the University not disclose directory information about you. (See above site.) The University notifies you annually of your rights under FERPA during registration for classes as a part of your Statement of Obligation.

For additional information, you may visit the following web site:

<http://www.edu.gov/policy/gen/guid/fpco/ferpa/index.html>

Or you may contact the U.S. Department of Education at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520