

Washburn University
Family Educational Rights and Privacy Act (FERPA)
Student Record Information Release

Student Name: _____

WIN#: _____

I, the undersigned, hereby authorize Washburn University to release the following educational records and information:
(check all that apply)

- All Educational Records** – *Includes, but is not limited to, grade reports, transcripts, classroom performance/behavior.*
- Accounting** - *Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.*
- Admission** – *Includes date of application, program selected, documents received, documents pending, date of admissions, admission status and conditions of admission.*
- Registration** – *Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.*
- Academic Records** – *Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees awarded.*
- Financial Aid** – *Includes all general financial aid information.*
- Other (please be specific)** - _____

To: _____

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Washburn University. Any such revocation shall not affect disclosures previously made by Washburn University prior to the receipt of any such written revocation.

Student's Signature

Date

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, INCLUDING 20 USC 1232g, WHICH ALSO PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

_____ I hereby revoke this authorization for release of information.

Student's Signature

Date

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.