

Southwestern Assemblies of God University

STUDENT RELEASE FOR PURPOSES OF RELEASING STUDENT EDUCATION RECORDS

The Family Educational Rights and Privacy Act, as amended (FERPA), allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents or other family members. Without a student's written consent, SAGU may not disclose information from a student's education records to outside third parties except as provided under FERPA. You can provide a standing release allowing SAGU to disclose information to other persons. To do so the following declaration must be completed.

The completion of this form **authorizes** the person(s) below to view the student's education records. In addition to giving consent, the student must assign a **unique password** for each person who he or she authorizes to access his or her records. The student is responsible for communicating that password to the person or persons he/she gives consent to. **This form is not a request for grades or transcripts.**

I, _____, authorize representatives of SAGU to disclose information in my education record to the person(s) listed below. I understand that education records are all records maintained by the school, but I am only consenting release of the following: academic records, accounting records, financial aid records, and student discipline records.

The following password must be used to verify the identity of those who are given consent:

- _____

Person's Printed Name: _____

Person's Relationship to Student: _____

Person's Printed Name: _____

Person's Relationship to Student: _____

Person's Printed Name: _____

Person's Relationship to Student: _____

Person's Printed Name: _____

Person's Relationship to Student: _____

I understand that this release is in effect until revoked in writing by me.

Student's
Signature: _____ Date: _____

This form needs to be filed with the Registrar's Office.

For Office Use Only:
Registrar Staff Processing: _____ Date: _____