Auburn University Graduate School

Student Authorization to Release Educational Records

The Family Rights & Privacy Act (FERPA) bars the release of educational records to parents, guardians, or third parties without the written consent of the student.

Student's Full Name: (please print) _____

Student Number/User ID: _____ Last Term Attended: _____

Date of Birth: _____ Other Names under which records may be located: _____

Current Email Address and Phone: _____

Item(s) to be released: (please specify in detail)

1) TEST SCORES: GRE_____ GMAT_____ TOEFL _____ IELTS _____ Other (please specify)_____

2) INTERNATIONAL TRANSCRIPT(S): (AU transcripts should be ordered from the Office of the Registrar - other US institutions should be ordered from your home institution).

_____

_____

_____

3) RECOMMENDATION LETTERS: (only available if you've retained the right to view the letters) _____

4) OTHER: (please specify)_____

_____

Where item(s) should be sent: (use back of form if additional space is needed) _____

_____

_____

_____

Reason for Release of Records: _____

I have a submission deadline of _____.

I hereby give my consent and grant authorization to the Auburn University Graduate School to release the records specified above to the party or parties identified above.

_____ _____

Signature Date

A COPY OF AN OFFICIAL IDENTIFICATION CARD (WITH PHOTOGRAPH OF THE STUDENT) IS REQUIRED AT THE TIME OF THE REQUEST. REQUEST WILL NOT BE PROCESSED WITHOUT PROPER IDENTIFICATION ATTACHED.

Request will be processed within 10-15 working days.

Please submit form by mail, e-mail, or in person to:

Graduate School
106 Hargis Hall
Auburn University, Al 36849
gradadm@auburn.edu

Updated 11/27/18

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of a student's educational records. The law applies to all schools which receive funds under the applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student, or former student, who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom rights have transferred are called eligible students.

- Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the school. Schools are not required to provide copies of materials in educational records unless, for reasons of great distance, it is impossible for parents or eligible students to inspect the records. Schools may charge fees for copies.
- Parents or eligible students have the right to request that a school correct records believed to be inaccurate or misleading. If the school decides not to amend the record, the parents or eligible student then had the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record commenting on the contested information in the record.
- Generally, schools must have written permission from the parents or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties:
    - School employees who have a need to know;
    - Other schools to which the student is transferring;
    - Certain government officials in order to carry out lawful functions;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for the school;
    - Accrediting organizations;
    - Individual who have obtained court orders or subpoenas;
    - Persons who need to know in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information or technical assistance, you may call (202) 260-3887 or TDD ((202) 260-8956 or contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. S.W.
Washington, D.C. 20202-4605

Updated 11/27/18