

Student Request for Release of Education Records to Third Party NOT Parent or Guardian

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, governs a university's ability to release confidential information in a student's education records. According to the Act, confidential education records may be released only with the permission of the student. By signing this release form, the student gives Regis University permission to release his/her confidential information to the person and/or company designated below.

Name: _____
Last First M.I.

Regis ID: _____ Phone: _____

Email: _____@regis.edu

Note: Your official Regis email account is the only email Regis will accept for correspondence.

I, the undersigned, hereby state that Regis University may disclose my education records to the party specified below.

Name: _____ Street Address: _____

Company/Relationship: _____ City, State: _____

Phone/Fax: _____ Zip: _____

This release is binding for six calendar years or until graduation. The student may revoke this release at any time by written request to the Regis University Office of the Registrar.

By signing this release form, I agree that Regis University assumes no liability for honoring my instructions to release education records.

**Please print, sign and date this form then bring to the Regis University Office of the Registrar
in David Clarke Hall, 2nd Floor, Room 269.**

Signature: _____ Date: _____

Ending Date: _____