



## RELEASE OF INFORMATION FORM

### OFFICE OF THE DEAN OF STUDENTS

The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of student education records at Fairfield University. Fairfield University may not disclose information in a student's education records to anyone without the permission of the student, unless disclosure is permitted by an exception set forth in FERPA, 20 U.S.C.A., Sec. 1232 et seq. By completing and signing this form, you the student are granting permission to Fairfield University officials to disclose and/or discuss the contents of your education record maintained by the Office of the Dean of Students.

My student record may be disclosed and/or discussed with the following individual(s) and/or organization(s):

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Relationship/Organization Mailing address

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Name Relationship/Organization Mailing address

The records which may be disclosed and/or discussed are: \_\_\_\_\_

The purpose for the disclosure and/or discussion is: \_\_\_\_\_

**This release will remain in effect as follows (please initial one of the following options):**

\_\_\_\_\_ Option 1 – This release is a one-time release only

\_\_\_\_\_ Option 2 – This release will remain in effect from \_\_\_\_\_ (mo/day/year) to \_\_\_\_\_ (mo/day/year)

\_\_\_\_\_ Option 3 – This release will remain in effect for one year (12 months) from the date of my signature below, unless I revoke such consent in writing, which I may do at any time.

By signing below, I acknowledge that I understand that I am not required to disclose information contained in my records with anyone. I am freely giving my consent to release the information in the manner described above.

\_\_\_\_\_  
**Signature** **Print your name** **Date** **Student ID #**

\_\_\_\_\_  
**Email** **Phone Number**

Please return the signed form in person to the Office of the Dean of Students. If you are NOT a current Fairfield University student, the Office of the Dean of Students will require sufficient proof of identification (e.g., driver's license) before releasing information.