

# STUDENT INFORMATION RELEASE FORM

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
(Student Name – please print) (Name of office or entity which is custodian of record)

to disclose, make accessible, and furnish the following information:

- Official Transcript (Registrar)
- Current Term Grades Only - Includes Overall GPA (Registrar)
- Contents of Registrar's Office File (Registrar)
- Overall and term GPAs (Registrar)
- Attendance Information as Observed by \_\_\_\_\_ (faculty member)
- Academic Performance as Observed by \_\_\_\_\_ (faculty member)
- Advising Information Held by \_\_\_\_\_ (advisor name)
- Judicial Affairs File(s) of the School (Student Affairs)
- Student Accounts Information (Student Receivables)
- Departmental File(s) \_\_\_\_\_ (name of department)
- Residence Life File(s) (Student Affairs)
- Faculty Recommendation Including g.p.a. and Academic Performance
- Other: - Description \_\_\_\_\_

TO: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Name & address or fax number of person or entity to whom records are to be released)

These records will be used for the sole purpose of: \_\_\_\_\_.

This release shall be effective until \_\_\_\_\_ unless revoked by me in writing.  
(Date)

\_\_\_\_\_  
(Student ID Number – print clearly) (Student Name Printed)

\_\_\_\_\_  
(Student Signature) (Date)