

CONSENT TO DISCLOSE RECORDS DEAN OF STUDENTS OFFICE Missouri State University

Missouri State University maintains compliance with the *Family Educational Rights and Privacy Act* (FERPA-20 U.S.C. Sections 1232G; and implementing regulations, 34 C.F.R. Section 99.1 et seq). As required by federal law, Missouri State University provides students with the right to prevent disclosures of education records to third parties with certain limited exceptions. This protection involves obtaining written consent of a student before releasing personally identifiable data about the student from records, unless release of records falls within exceptions permitted in the provisions of FERPA and University policy which allow disclosure without prior written consent.

The *POLICY REGARDING PERSONALLY IDENTIFIABLE STUDENT RECORDS* is available in the Dean of Students Office, 4th floor Plaster Student Union, 417-836-5527 and on the Missouri State University web site at <http://www.Missouristate.edu/judicial/policies/studrec.htm>

AUTHORIZATION TO DISCLOSE INFORMATION

(Please Print)

I, _____, _____ - _____ - _____ authorize (Name)
(Social Security Number)

the Dean of Students Office, which includes Student Judicial Programs, the Robert L. Plaster Student Union, and Residence Life and Services, to disclose:

Nature of Record:

_____ Disciplinary _____ Other _____

For the Purpose of: _____

To (Person or Organization): _____

Address/Phone: _____

Date of Consent: _____ Signature: _____

Witnessed by: _____ Authorization Expires: _____

Please return to: Student Judicial Programs, PSU #405, and address any questions to 836-6937