☐ New Request
☐ Update Request
☐ Delete Request

Henderson State University

Student Request for Release of FERPA Protected Educational Records

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA) is to protect the privacy of information concerning individual students by placing certain restrictions on the disclosure of information concerning students and that which is contained in a student's educational record.

I understand that

(1) I have the right not to consent to the release of my education records;
(2) I have the right to receive a copy of such records upon request;
(3) and this consent to release shall remain in effect until revoked by me, in writing. Any disclosure of information made by HSU prior to the receipt of written revocation is not affected by revocation.

I further understand that in order for HSU to release information to the individual(s) named below, this signed release must be executed. Therefore, I

Student Name_____ _____ _____
Last First Middle Initial

authorize Henderson State University to release my educational records to any person (in person or over the telephone) if that person(s) can provide the following password (password must be five single digit numbers, e.g.12345)

_____
Password

Student Signature:_____

HSU Student ID: _____ Date:_____

This form MUST be submitted in person by student with picture identification to one of the following offices:

Admissions
Registrar
Financial Aid
Student Accounts
Student Success and Transition

For Office Use Only:
Received by_____

Date_____

Type of ID presented_____