



PERMISSION TO RELEASE LEASE RECORD INFORMATION

NOTE: The Release of Lease Record Information will remain active until the student submits a written request to remove or cancel permission to the recipient.

Information: The Family Educational Rights & Privacy Act (FERPA) (20 U.S.C. 1232g) and regulations adopted thereunder (34 C.F.R. 9) is a Federal Law that protects the privacy of student education records. The law applies to all schools that received funds under an applicable program of the US Department of Education. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when they reach the age of 18 or attend a school beyond the high school level. Students to whom the rights have transferred are “eligible students”.

Instructions: Please complete and return this form to the Daumier Student Housing office. This form must be submitted in person by the current/former student, by mail to the address below, or by email from the current/former student’s email.

The person(s) listed below must provide the current/former student name and secret word before a Daumier Staff Member may release and/or discuss the student lease record; a telephone or social security number may not be used for identification purposes.

RELEASE TO:

I hereby permit the staff of The Daumier to release my lease record as noted below to the follow person(s):

Name(s) of authorized recipient(s): _____

Relationship to student: _____

Secret Word for third party release: _____

* secret word must be provided prior to release of information.

Recipient Phone Number: _____

Recipient Email: _____

LEASE INFORMATION TO BE RELEASED:

___ All information contained in my lease record

___ Other: _____

Student Signature: _____

Date: _____

For office use only:

Date Processed: _____

Staff initials: _____