



COLUMBIA SOUTHERN UNIVERSITY

Student Release for Education Records

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA), allows students at an institution of higher education to control outside access to their education records. Without a student's written consent, Columbia Southern University may not disclose information from a student's education records to third parties except as provided under FERPA. You can provide a standing release allowing CSU to disclose information to other persons. To do so the following declaration must be completed.

This form, when completed, **authorizes** the person below to view the student's education records. In addition to giving consent, the student must assign a **unique password** for each person he or she authorizes to access his or her records. To authorize more individuals, a separate release form must be completed. **To be able to process the student's request, CSU requires identification, such as a copy of driver's license or social security card to confirm the student's signature on this form.** CSU does not accept photocopied military ID. The student is responsible for communicating the unique password to the person or persons to whom he/she gives consent.

Student Name: _____ **ID#:** _____
Print Name

I, the above-named student, authorize representatives of Columbia Southern University to disclose information in my education records maintained by the school to the person listed below.

Person's Printed Name: _____

Person's Relationship to Student: _____

Student's Unique Password:

_____ It is the student's responsibility to create and communicate this password.

I understand that this release is in effect until signed revocation is received by the University.

Student Signature: _____ **Date:** _____