



Shenandoah University  
Consent to Release Education Records

Shenandoah respects our students' right to privacy and complies with the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended. FERPA rights regarding a student's educational records belong either to the parent or to the student, if the student is 18 or older or attending any school beyond the secondary level. SU may release student information to parents if:

- The student is claimed as a dependent for federal income tax purposes.
- There is a health or safety emergency.
- The student is under 21 and has violated an SU rule related to alcohol or controlled substances.

**In all other circumstances, SU must have a signed authorization from the student on file prior to releasing educational records, even to parents.**

Restrictions or permissions related to the sharing of education records extend to Shenandoah alumni, as well, so any requests the student makes will remain in effect indefinitely until the student requests a change, in writing.

Name \_\_\_\_\_  
(first) (middle) (last)

SU student ID number \_\_\_\_\_ or Social Security Number \_\_\_\_\_

I, the undersigned, hereby authorize Shenandoah University to release all or part of my education records to (please provide full names and relationship to student):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand that:

1. I have the right not to consent to the release of my academic records
2. This consent will remain in effect indefinitely until I submit another Consent in writing to the SU Office of the Registrar

My contact information: Phone number (\_\_\_\_\_) \_\_\_\_\_ email: \_\_\_\_\_

Address \_\_\_\_\_

Signature \_\_\_\_\_ Date of request \_\_\_\_\_

Please deliver, fax or mail this completed form to:

Office of the Registrar  
Shenandoah University  
1460 University Drive  
Winchester, VA 22601

fax: 540-665-5446  
phone: 540-665-5585  
email: registrar@su.edu

For registrar's use only:  
Received \_\_\_\_\_ Entered in Datatel \_\_\_\_\_ By \_\_\_\_\_