



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 education record belong to the student, if the student is 18 or older or, attending any school beyond the secondary level, regardless of age. SU may release student information to parents if:

- 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 education records to any third parties, 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 unless the student submits a change, in writing, to the Registrar's Office.

Name _____
(First) (Middle) (Last)

SU student ID number _____ -or - Social Security Number _____

I, the undersigned, hereby authorize Shenandoah University to discuss* my education record(s) with (please provide full names, addresses, and relationship to student):

I understand that:

1. I have the right not to consent to the release of my education records.
2. This consent will remain in effect indefinitely unless a change or revocation is provided in writing to the Office of the Registrar.

My contact information: Phone number (_____) _____ email: _____

Address _____

Signature _____ Date of request _____

Please hand-deliver with photo ID or e-mail this completed form from your student e-mail address to:

Office of the Registrar
Shenandoah University

email: registrar@su.edu
phone: 540-665-3499

* Please note that requests to discuss information in your education record will require the individual whom you have cited above to provide your birth date and last four digits of your Social Security number as a cross-check verification.

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| For registrar's use only: Received _____ Entered in Datatel _____ By _____ |
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