FERPA: Consent to Release Student Information

Students may give written consent to release their protected educational records to a third party by completing a Consent to Release Student Information Form and submitting it to the Office of the University Registrar. Students can rescind their consent at any time, which will prevent the release of that information from that point going forward.

1. Click on FERPA Consent to Release Student Information - online form found on the Forms page.

2. After reading the acknowledgements, click to confirm you understand before proceeding.
3. Existing release information will be displayed under Current FERPA Releases. To add a new release, click “Add a new release.” Click **Continue**.

![Current FERPA Releases](image)

4. Select the education records to be released. Choose “Other” to indicate specific records not included in other options.

![Education Records to be Released](image)

5. Enter the name, relationship, email address, 4-digit passcode, and purpose of release for each individual you authorize to have access to educational records you have specified. To add more designees, click the +New button. **Click Submit**.
7. Click **Remove an existing release** to remove individuals previously authorized to have access to your educational records.

8. Click the checkbox next to any hold you wish to end. Click **Submit**.

9. A confirmation page will appear once your submission has been completed.
For more information on this topic, please contact regwf@gmu.edu.