

Submitting a FERPA Release Students

Students may give written consent to release their protected educational records to a third party by completing a [Consent to Release Student Information Form](#). Students can rescind their consent at any time, which will prevent the release of that information from that point going forward.

1. Student Information and Acknowledgements

After reading the acknowledgements, **click** to confirm you understand before proceeding.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that prevents Mason from releasing certain information from a student's record without his/her consent. Student records may include admission, registration, academic, financial aid and student account information. Students may give permission to release FERPA protected student information by completing and signing this request.

First Name *		Last Name *	
G Number *		Email *	

* I understand:

1. I have the right not to consent to the release of my student records and information,
2. The information may be released orally or in written form,
3. This consent will remain in effect until revoked by a new request.
4. I understand that by providing this consent, the person(s) listed will have access to my education records. This release does not allow other person(s) to conduct business on behalf of the student.

2. Current FERPA Releases

Existing release information will be displayed under Current FERPA Releases.

If nothing is in this section, then you do not have any existing FERPA Releases on your record.

Current FERPA Releases

Record Type	Start Date (mm-dd-yyyy)	End Date (mm-dd-yyyy)	Third Party Designee (Name PIN)
FERPA Release Academic	08-11-2021	12-31-2099	Test Name 2021
FERPA Release Advising	08-11-2021	12-31-2099	Test Name 2021

3. Select type of request(s)

* Choose one:

- Add a new release
- Remove an existing release
- Both

Field is required

CONTINUE

4. Add a New Release

Select which type of FERPA Release you would like to add. The type of FERPA Release selected will apply to the person/people designated below.

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 + button.

*If you would like to designate different people for separate types, submit a new FERPA form for each separate type and person.

Education Records to be Released:

- Academic (e.g., grades/GPA, registration, academic progress/status, enrollment information, demographics)
- Academic Advising (e.g., conversations with departmental faculty, staff and advising sessions)
- Admission (e.g., records maintained by the Office of Admissions)
- Financial Aid (e.g., awards, disbursements, applications, eligibility)
- Student Accounts (e.g., billing statements, charges, credits, payments, holds, past due amounts, collections)

Selection required.

Third Party Designee(s)

List the individuals below that you authorize to have access to the educational records you have specified. Students must designate a non-sequential 4 digit passcode (i.e., not 1234) for each third party. The third party will need to provide the passcode in order to receive information over the phone.

* Name	* Relationship	* Email	* 4 Digit Passcode	* Purpose of Release
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select..."/>
Field is required	Field is required	Field is required	Field is required	Field is required



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5. Remove an Existing Release

The Remove option will not be available if you do not have any “Current FERPA Releases” listed. Select which previous FERPA Releases you would like to remove.

6. Both

The Both option will not be available if you do not have any “Current FERPA Releases” listed. This will take you to the Add screen, then to the Remove screen.

7. Confirmation Email

You will receive an email with the details of the request in your Mason email once the process has been saved to your student record.

For more information on this topic, please contact regwf@gmu.edu.