



Wheeling Jesuit University
Office of the Registrar
Family Educational Rights and Privacy Act (FERPA)

Release of Information Request/Authorization

In accordance with the Family Educational Rights and privacy Act (FERPA) of 1974 (20 U.S.C. § 1232), University policy prohibits the release, to third parties, of non-directory information contained in a student's educational records without the express written consent of the student. An exception to this policy is made when a student under the age of 21 is involved in alcohol or drug violations, medical emergencies, or violence-related incidents. In these cases, the parents or guardians are notified by the University.

Student Authorization of Release of Information

I hereby request/authorize Wheeling Jesuit University personnel to disclose information or copies of academic, co-curricular, or any and all other records maintained by the institution (limitations noted below) to the following named individual(s):

Print – Name of Individual

Print – Name of Individual

Print – Name of Individual

This authorization will continue until such time as it is revoked in writing by the signatory. This information may be transmitted in person, through electronic services, or via mail. In signing this document, the individual releases Wheeling Jesuit University including its Board, employees, and agents, of any responsibility for misappropriation of the information released.

Print – Name of Student

Student's Signature

Date

****This authorization will remain in effect for one year from the date listed above.****