



Registration & Records • Smyth 1
4245 East Ave • Rochester, NY 14618
Phone (585) 389-2800 • Fax (585) 389-2612
Email reg@naz.edu

Permission to Disclose Education Records

Return completed form to the Registration & Records Office (scan/email, fax, mail, or in person)

Nazareth University upholds the protection of student education records in accordance with the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). Other than directory information and specific exceptions outlined by FERPA, Nazareth will disclose student education records only with the written consent of the student.

You may grant Nazareth University permission to release information from your education record to a designated third party by completing and submitting this form to the Registration & Records Office, Smyth Hall, Room 1. You must complete a separate form for each third party to whom you grant access (exception - both parents living at the same address may be listed on one form). Your authorization to disclose records will remain valid through your enrollment at Nazareth University unless a written request to revoke is submitted to the Registration & Records Office. Please note, it is Nazareth University policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone.

Requested by (Student)

Last Name, First Name

Student ID Number

Street Address

Address (City, State, Zip)

Email

Phone

Recipient(s) of Record Disclosure

Last Name, First Name

SSN (Last 4 Digits)

Street Address

Address (City, State, Zip)

Email

Phone

I, _____, give permission for my *academic education record information (includes course grades and GPA information)* to be disclosed to the above named designee(s). By signing below, I indicate my understanding of my rights under FERPA.

NOTE: Permission to view/discuss **financial information (billing and loans)** must be requested through [NazNet](#): click *View Account and Make Payments* in the Financial section. At the next screen, click on your *first name* (upper right toolbar), and select View/Add Person Proxy. Follow the steps outlined.

Student Signature

Date

Last updated 12/22/25

For Office Use Only:

PERC Code Added: _____ Processed By: _____