NAZARETH COLLEGE

Office of the Registrar • Smyth 1
4245 East Ave • Rochester, NY 14618
Phone (585) 389-2800 • Fax (585) 389-2612
Email registrar@naz.edu

Permission to Disclose Education Records
Return completed form to Registrar's Office (scan/email, fax, mail, or in person)

Nazareth College 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 College permission to release information from your education record to a designated third party by completing and submitting this form to the Registrar's 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 College unless a written request to revoke is submitted to the Registrar's Office. Please note, it is Nazareth College policy not to release certain aspects of student records (e.g., registration, grades, GPA) over the phone.

Requested by (Student)	**Recipient(s) of Record Disclosure**
_____	_____
Last Name, First Name	Last Name, First Name
_____	_____
Student ID Number	SSN (Last 4 Digits)
_____	_____
Street Address	Street Address
_____	_____
Address (City, State, Zip)	Address (City, State, Zip)
_____	_____
Email	Email
_____	_____
Phone	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 6/1/16

For Office Use Only:
PERC Code Added: _____ Processed By: _____