

FERPA RELEASE AND STUDENT REFERENCE REQUEST

Name: _____
Last First M.I.

Regis ID: _____ Phone: _____

Email: _____@regis.edu

Note: Your official Regis email account is the only email Regis will accept for correspondence.

I request (faculty/staff member) _____ to release my student information.

I authorize the above named faculty/staff member to release information about any and all information from my education records at Regis University deemed necessary by said person. This applies to:

The following third-party agencies, educational institutions, prospective employers and/or organizations considering me for an award or scholarship (list full name and/or name of agency Regis University faculty /staff is authorized to release information to):

I further understand that: (1) I have the right not to consent to the release of my education records; (2) I have the right to request a copy of any written information released from the above-named faculty/staff member; (3) this authorization will remain continuously in effect unless the authorization is withdrawn in writing and delivered to the above-named faculty/staff member; and 4) personal observations may be disclosed in this process. Any such revocation shall not affect disclosures previously made by said faculty/staff prior to the Regis University's receipt of any such written revocation.

I affirm that I have read, understand, and agree to this form in its entirety and that the information supplied is true and complete.

Signature: _____ Date: _____

1. Print, sign and retain a copy of the release form and provide the original release form to Office of Academics & Registration (Main Hall, 4th Floor)
2. ARR does not need a copy of the release information; however, please provide the student the original release information to submit whenever allowable by the third party.
3. All written documents should end with the following statement: "This document contains personal information from a student's educational records. It is protected by the Family Educational Rights and Privacy Act (2.0 U.S.C/1232g) and may not be rereleased without consent of the eligible student.