



OFFICE OF STUDENT AFFAIRS

Family Educational Rights and Privacy Act (FERPA)
STUDENT CONSENT FORM
for Parental/Guardian or Third Party Access
(Optional)

It is important for all students at WestConn to be familiar with the laws and procedures that govern access to student records. The Family Educational Rights and Privacy Act of 1974 (amended in Jan. 1999), commonly referred to as FERPA, is a federal law that is designed to protect the privacy of and limit access to the educational records of students. No one outside the university shall have access to nor will the university disclose any information from a student's educational records without his/her written consent, with the following exceptions: students' educational records will be open to personnel within the university, officials of other institutions in which the student seeks to enroll, persons or organizations providing financial aid, accreditation groups, persons in compliance with a judicial order, and persons in an emergency in order to protect the health or safety of students or other persons. Parents of a student who is officially documented as their dependent for income tax purposes may see a student's record only at the discretion of the university.

You may sign the Student Consent Form if you wish, but this is not required. When completing the form make sure you write the name of the person(s) with whom you wish us to share your records and check off only the information you are willing to release (enrollment/attendance records, financial aid information, judicial/disciplinary records, and grades/academic standing). You may choose to release all or some of this information. It is your decision!

Please note that if you also want to release either your health records, mental health records or disability documentation, this Student Consent Form cannot be used. You must visit the university's Health Service, Counseling Center, and/or AccessAbility Services office to complete their respective "release of information" forms. Health Service is located in Litchfield Hall and the Counseling Center and AccessAbility Services office are located in the Student Center (Midtown Campus).

Once you have filled out the Student Consent Form, you must bring or send it to the Dean of Students, Old Main, Room 306, 181 White Street, Danbury, CT 06810. You can revoke your consent at any time by submitting a written request to the Dean of Students. Please feel free to contact the Dean's office at (203) 837-9700 if you wish to discuss these issues in greater detail.

(See other side for the Student Consent Form)

WCSU, 181 WHITE STREET, DANBURY, CONNECTICUT 06810
WWW.WCSU.EDU



Student Consent Form

for Parental/Guardian or Third Party Access
(Optional)

Student Affairs Office Use Only

Sent to:

- Student Financial Services
- Judicial Affairs Office
- Registrar/Admissions
- Other _____

Date Sent: _____

Sent By (initials): _____

Student Name _____

Please print

Student ID Number _____

I was claimed as a dependent on my parents'/guardians' most recent tax form.

Yes _____ No _____

I know that the Family Educational Rights and Privacy Act of 1974 (FERPA) as amended protects the privacy of my student educational records and limits access to the information contained in those records.

I have indicated below the individual(s) who may have information from my educational records:

1. Name _____

Address (city/state/zip) _____

Telephone _____ Relationship to student _____

2. Name _____

Address (city/state/zip) _____

Telephone _____ Relationship to student _____

By signing this form, I authorize the above named individual(s) to be informed about the following information (*check all those that apply*):

- my enrollment and attendance records
- my financial aid information
- my judicial/disciplinary records as requested
- my grades and academic standing

(Note: If you also wish to release health records, Counseling Center records, or disability documentation, you must visit the appropriate offices and fill out separate release forms in each case. Health Service is located in Litchfield Hall. The Counseling Center and AccessAbility Services office are located on the second floor of the Student Center on the Midtown Campus).

I also understand that I am under no obligation to sign this consent form and that I may revoke consent at any time.

Student Signature _____ Date _____

Please complete, sign and return this form to:
Dean of Students Office, Old Main 306, WCSU, 181 White Street, Danbury, CT 06810
www.wcsu.edu