



Authorization and Consent to Release Information

Hawaii Outreach and Programming, Nā Haumāna O Hawai'i

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that governs the release of, and access to, student education records. FERPA limits access of personally identifiable information to the student, and to school officials with a legitimate educational need to know it to fulfill their responsibilities to the university. Parents, even parents of students who are minors, have no rights under FERPA, although the law does permit disclosure of information to protect the health and safety of students in an emergency.

This form provides students with a means to give Pacific University employees permission to discuss and/or disclose the students' education records with someone other than themselves, either to a specific person or persons, or to representatives of an organization. The student determines whether the release is open-ended or for a specific time frame; if no time frame is indicated, the release remains in effect as long as the person is a student at Pacific University, or until s/he submits a written request to revoke it to the Pacific University office named above. Similarly, the student determines whether any kind of information can be released, or only certain topics. If no limitations are listed, employees may discuss any information deemed relevant to the conversation.

Individuals requesting information must provide a student's Pacific University ID number and date of birth before information will be released; it is the student's responsibility to ensure that the individuals have that information.

In signing this release form, I, _____,

Student ID #, _____, DOB, _____, give employees of the above-named office at Pacific University the right to disclose my Pacific University education records to the individual(s) listed below:

Name of person(s) or organization(s) Relationship to student

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Name of person(s) or organization(s) Relationship to student

Time frame during which information could be released

Limitations on information to be released, if any

I understand and agree that by signing my initials in the space next to the OFFICIALS described, I am authorizing those OFFICIALS to disclose and receive the RECORDS.

_____ any Pacific University faculty or administrators including but not limited to those I have specified below

_____ the Pacific University faculty or administrators I have indicated below

- _____ Academic Dean/Directors
- _____ Athletic Department & Coaches
- _____ Business Office
- _____ Campus Public Safety
- _____ Career Development Center
- _____ Financial Aid Office
- _____ Health and Counseling Services
- _____ Housing and Residence Live
- _____ Learning Support Services
- _____ Multicultural Services
- _____ Registrar's Office
- _____ Student Support Services

I understand that:

- This authorization shall not revoke any prior authorization I have made or retract any previous disclosure.
- Refusing to sign, or revoking, this Authorization Form shall not adversely affect my ability to receive services from the office named above, except if the service depends upon the disclosure of my education records.

I have read the forgoing authorization and fully understand its meaning, and also affirm that I have signed this authorization voluntarily.

Student's Name (print)

Student's Signature

Date

RETURN COMPLETED FORM TO: **Hawai'i Outreach and Programming, Nā Haumāna O Hawai'i**



Authorization and Consent to Release Private Records

Parent Acknowledgement (only when student is under 18)
rev. 2006/07/11

Student Name: _____ Date: _____

Filing Office: _____

The Parent Acknowledgment is only required when the student is under 18 years of age.

When a student attends a college or university, the Family Educational Rights and Privacy Act of 1974 (FERPA)(20 USC 1232g) accords all rights and protections regarding the student's educational records to the student alone even if the student is a minor or dependent. Despite the accordance of these rights to students when they are minors, the law does not relieve parents and legal guardians of any legal and financial responsibility for their minor children's behavior and well-being. Pacific University's policy is to adhere to these provisions of FERPA. Pacific University provides this acknowledgement to parents to alert them to this unique situation.

Pacific University is prohibited by law from disclosing a student's educational records to his or her parents or legal guardians without the student's consent **even if the student is a minor or dependent**. Law does permit Pacific University in a few instances to disclose a student's records without the student's consent, for example, to protect the student's health and safety in the event of an emergency. To maintain Pacific University's strict compliance with FERPA, no information about a student is offered to his or her parents or legal guardians unless an emergency requires that they be contacted. There are significant and adverse situations that do not meet the legal requirement of an emergency and imminent danger to student's health and safety, such as missing class due to a common illness or the possibility of failing a course.

The significance of open communication between parents and their minor children increases when minors attend college or university. A student's consent to release records to his or her parents or legal guardians is no substitute for open communication between children and their parents or legal guardians.

We, the undersigned parents, or legal guardians of the student named above, have read and understand the contents of this Parent Acknowledgement. We understand that, except where permitted by Pacific University policy, a release of the student's records to us by Pacific University must be authorized by the student. We understand that any authorization to release the student's records to us may be revoked or altered by the student at any time and Pacific University shall be prohibited from notifying us of such revocation or alteration.

Parent or Legal Guardian Signature: _____ Date: _____

Parent or Legal Guardian Printed Name: _____

Parent or Legal Guardian Signature: _____ Date: _____

Parent or Legal Guardian Printed Name: _____

Parent or Legal Guardian Signature: _____ Date: _____

Parent or Legal Guardian Printed Name: _____

Parent or Legal Guardian Signature: _____ Date: _____

Parent or Legal Guardian Printed Name: _____