

## FERPA RELEASE FORM

The Family Educational Rights and Privacy Act (FERPA) is a federal law that gives students various rights with respect to their educational records. Under FERPA you have the right to inspect and review your educational records, the right to request amendment of records you believe are inaccurate or misleading, and the right to prevent disclosure of information from your educational records without your prior consent, subject to some specific exceptions. **If you wish to authorize the release of records held by any of the departments listed below, please complete this form.**

Student Information	
Name	Student ID#
NetID	Phone number

Third Party Designee <i>(Complete a separate form for each third party to whom you grant access to information on your student record)</i>	
Name	Relationship to student
Address	Phone number
<b>Pin number</b> <i>(Provide a four digit pin number to authorize release of information. Do not use your date of birth.)</i>  <i>Provide your pin number to the third party listed. Rutgers University will not release information to an individual if they do not provide the access code.)</i>	Purpose of release <i>(i.e., parental notification, letters of recommendation, employment inquiries, etc.)</i>

**Expiration (This release shall expire on \_\_\_\_\_ (mm/dd/yy) unless revoked in writing by the student)**

**Please check one or more boxes below to disclose the following records upon request:**

- Registrar records (includes current/past courses, grades, major, GPA, degree credits)
- Student Accounting records (includes account balance, refunds, viewing and paying term bill)
- Financial Aid records (includes financial aid award letter, outstanding documents)
- Judicial Affairs file(s) (College or University)
- Dean of Students Office file(s)
- Academic Dean(s)/Academic Services
- Residence Life file(s)
- All record types listed above
- Other (include description of department, excludes Student Health): \_\_\_\_\_

**Certification** *(I authorize the above third party named on this form to access the above indicated student record and/or account information)*

Student's signature	Date
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**Notary Public** *(Only necessary if the form is emailed, mailed or faxed)*

State of \_\_\_\_\_, County of \_\_\_\_\_

The foregoing release form was acknowledged before me by \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Witness my hand and official seal: \_\_\_\_\_

My commission expires on: \_\_\_\_\_

**Return the completed form to the address listed for your campus or email to [ferpa@registrar.rutgers.edu](mailto:ferpa@registrar.rutgers.edu).**

Campus Locations			
<b>New Brunswick Campus</b> Office of the Registrar 56 Bevier Road, 101 O Piscataway, NJ 08854-8096 848-445-2620 (p) 732-445-5948 (f)	<b>Camden Campus</b> One Stop Student Services Center 311 North 5th Street Camden, NJ 08102-1499 856-225-6053 (p) 856-225-6453 (f)	<b>Newark Campus</b> Office of the Registrar Blumenthal Hall 249 University Avenue, Room 309 Newark, NJ 07102-9286 973-353-5324 (p) 973-353-1357 (f) <a href="https://forms.registrar.newark.rutgers.edu">https://forms.registrar.newark.rutgers.edu</a>	<b>RBHS</b> Office of the Registrar 65 Bergen Street, Suite 1441 Newark, NJ 07101 973-972-5338 (p) 973-972-5320 (f) <a href="mailto:rbhsregistrar@rbhs.rutgers.edu">rbhsregistrar@rbhs.rutgers.edu</a>

Office Use Only		<i>Registrar's Office Only (Copies sent to the following offices (circle all that apply)):</i>	
Processed By		Registrar	Student Accounting
Name		Financial Aid	Residence Life
Signature		Dean of Students	Judicial Affairs
Office		Academic Dean/Academic Services	Other: _____