



Office of the Registrar
 2300 Adams Avenue
 Scranton, PA 18509
 Phone: (570) 348-6280
 Fax: (570) 961-4758
 E-mail: registrar@marywood.edu
 Website: www.marywood.edu

STUDENT RELEASE OF INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law which requires that an educational institution maintain a policy of confidentiality in regard to students' educational records.
- Marywood University will not release information to anyone outside the institution without the written consent of the student, except as provided by federal law as expressed in the written policy of Marywood University. (A copy of the Marywood Policy, in accordance with the law, may be obtained from the Academic Records Office, Liberal Arts Center 90.)
- Within the University, only those who have a specific need for information in the educational interest of the student, may have access.
- Students may request to review their own records.
- Release of information to parents or guardians requires student consent. This completed form will be kept on file in the Academic Records Office, Liberal Arts Center 90, and will be in effect until the student has graduated or withdrawn from Marywood University or submits a **new** form to the Academic Records Office which rescinds or amends the original consent.

Student Information

Last Name	First Name	Initial	Student Identification Number
Street Address	City	State	Postal Code

Release Information

I ***do not*** grant permission for Marywood University to release my records except as permitted by law.

To grant permission for Marywood University to release your records or to cancel previously granted permission, complete the following section.

<input type="checkbox"/>	Release to		
<input type="checkbox"/>	Rescind	Complete Name	Relationship to Student
<input type="checkbox"/>	Release to		
<input type="checkbox"/>	Rescind	Complete Name	Relationship to Student
<input type="checkbox"/>	Release to		
<input type="checkbox"/>	Rescind	Complete Name	Relationship to Student
<input type="checkbox"/>	Release to		
<input type="checkbox"/>	Rescind	Complete Name	Relationship to Student

Student Certification and Signature

I understand that this authorization is valid until rescinded or amended which I may do at any time by submitting a new form.

Signature of Student	Date
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FOR OFFICE USE ONLY

Date Entered	Initials	Verified By	Initials