

# FERPA RELEASE FORM



The Family Educational Rights and Privacy Act ([FERPA](#)) is a federal law that protects the privacy of student education records. FERPA grants students the right to access their education records, request amendments, and control the disclosure of information. By completing this FERPA Release Form, you are authorizing Nevada State University to release specified education records to the individual or organization named below.

Prior to submitting this form, please check to see if you can provide the information to a third party yourself via the [MyNevadaState](#) portal. Additionally, this form does not authorize the release of records maintained by Counseling Services. To request access or disclosure of those records, students must contact the Counseling Services directly to complete the appropriate consent forms.

This form must be submitted in person by the student to: **Office of the Registrar, NSU Raker Student Success Center, 1202 High Tech Circle, Henderson, NV 89002**. A valid government-issued photo ID is required at the time of submission. If you have any questions regarding this form or your FERPA rights, please contact the Office of the Registrar.

## Student Information

**Full Name:** \_\_\_\_\_

**NSHE ID Number:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

## Records to Be Released

**I authorize Nevada State University to disclose the following education records:**

- Academic information (e.g., academic standing, grades, GPA, registration)
- Academic advising records
- Student account balances and billing records
- Disciplinary records
- Financial Aid records (please specify): \_\_\_\_\_
- Other (please specify): \_\_\_\_\_
- All of the above

## Authorized Individual(s)/Organization(s)

Information may be released to the following individual/organization:

Full Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

## Purpose of Release (i.e. letter of recommendation, advising appointment, insurance, professional licensure, etc.)

Please Specify: \_\_\_\_\_

## Duration of Release

- This is a one-time request.
- This release remains in effect until revoked in writing by the student.
- This release expires on: \_\_\_\_\_

## Student Consent and Signature

My required signature below indicates that I have read, understand, and agree to the following:

- I authorize Nevada State University permission to release the education records indicated in Section 2 to the individual/organization named in Section 3.
- If there is a hold on my record which prohibits release of information, this request will not be fulfilled. If the request cannot be fulfilled at the time it is submitted, a new request must be submitted.
- I understand that it is my responsibility to check for and clear any holds that prohibit release of information prior to submitting this request. Holds can be checked via the [MyNevadaState](#) portal.
- I understand that the Office of Financial Aid reserves the right to limit the release of certain financial aid information, even with this signed authorization, if the information involves third-party data (such as parental financial information), is protected by other privacy regulations, or is deemed inappropriate to share without additional documentation or consent.
- I understand that certain departments, including Advising, allow only one-time use of this form and may require resubmission for future requests.
- I understand that I will not be contacted when the above information is released to the designated recipient.
- I understand that this form is not valid for requesting official transcripts. Visit <https://nevadastate.edu/registrar/transcripts-requests/> for transcript ordering information.
- I understand this consent may be revoked at any time by submitting written notice to the Office of the Registrar.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Employee Use Only

Received By: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

Submit completed form to the Office of the Registrar for record-keeping.