



University of Dallas
Office of the Registrar

Consent to Release Education Records Instructions **FERPA**

1. Fill out name section with person(s) whom you would like your records to be disclosed to.
2. Check corresponding boxes for the type of records you wish to be disclosed.
3. Print name of student and UD ID#
4. Student sign's and dates.
5. Submit completed form to the Registrar's Office. If you cannot bring the form to the office, you can mail, fax, or email. Please make sure entire form is complete before submitting.

Office of the Registrar
Cardinal Farrell Hall, Ste. 180
1845 E. Northgate Dr.
Irving, TX 75062
P: 972-721-5221
F: 972-721-5132
Email:
registrardept@udallas.edu



University of Dallas
Office of the Registrar

UNIVERSITY OF DALLAS
Consent to Release Education Records

By my signature below and in accordance with the Family Education Rights and Privacy Act (FERPA), I hereby permit the University of Dallas to disclose the information specified below to the following individual(s) or institution(s):

Name: _____
Name(s) of parent(s) or guardian(s) or other (please specify relationship)

Check the box below to indicate which records you wish to make available:

- Student Account Information** (records include: amount of tuition and fees, sources of payment for tuition and fees, refund information, records hold as it relates to outstanding fines or parking tickets and other accounts receivable information contained in student accounting records)
- Financial Aid Records** (records include: status of file, award and disbursement of funds information, Satisfactory Academic Progress status, income information, and any other information contained in the application or financial aid file)
- Academic Records / Transcripts** (records include: transcripts, admission and registration information, schedule documentation contained in the academic record, academic misconduct records)
- Instructor / Classroom Records** (records include: attendance, progress reports, tests and homework scores if available. Please note: instructors are not required to take attendance or provide progress reports, and retain only those records that make up the file grade. FERPA pertains to the release of records. Instructors are not required to have conversations about progress with anyone other than the student.)
- Discipline Records** (records include: notices of discipline, investigative notes, records on appeal and any other information contained in the disciplinary file that are maintained by the Office of Student Affairs)
- All University Records**
- Other** (Please specify) _____

Please note: records maintained in Student Health Services, the Counseling Center, and the Office of Disability Services may be considered treatment records. Consent for release of records from these offices must be submitted on an alternate form.

By my signature below I acknowledge and express my understanding that information may be released orally or in the form of copies of written records, as preferred by the requestor. This authorization will remain in effect from the date of execution until revoked by me, in writing, and delivered to the Department(s) maintaining the records subject to this Consent.

Name of Student (please print)

UD Student ID#

Signature of Student

Date