

# UNCP Department of Psychology FERPA Release Form

*Instructions for Students:* There may be times when you want faculty members in the Department of Psychology to discuss your academic records with third parties. For instance, you may want a faculty member to discuss your academic records in a letter of recommendation for graduate school or in a telephone call or e-mail with a prospective employer. The Family Educational Rights and Privacy Act (FERPA) prohibits the release of certain information (including GPA, grades, and attendance) to third parties unless the student provides written consent to release his or her records. Thus, unless a signed copy of this form is on record with the Department of Psychology, faculty members will not write you a letter of recommendation or discuss your academic record with a potential employer.

*Instructions for Faculty:* The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their academic information. Namely, the release of non-directory information to third parties is prohibited unless the student provides written consent to release his or her records. Before writing a letter of recommendation for a student and/or discussing a student's academic records with a potential employer, a signed copy of this form must be on file with the Department of Psychology.

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I, \_\_\_\_\_ hereby request, give my permission, and direct the faculty of the University of North Carolina at Pembroke's Department of Psychology to discuss with and release the specified portions of my academic records to:

All prospective employers and/or academic institutions that contact the UNCP Department of Psychology.

Or, to only the following prospective employers and/or academic institutions:

_____ Employer/Institution	_____ Reason for Information Release
_____ Employer/Institution	_____ Reason for Information Release
_____ Employer/Institution	_____ Reason for Information Release

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The following is the academic information that the Department of Psychology may release:

Attendance, grades earned, and performance in all courses; research activities if applicable

Or, only the following academic information:

Attendance, grades earned, and performance in the following courses only: \_\_\_\_\_  
Enter course numbers

Other (please specify): \_\_\_\_\_

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In the case of a letter of recommendation:

I waive my right to review the letter      I do not waive my right to review the letter      Not applicable

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Approved by FERPA officer Sharon Kissick 11/13/12

I understand and acknowledge that: (1) I have the right not to consent to the release of any of my education records; and (2) this consent shall remain in effect until revoked by me, in writing, and delivered to the UNCP Psychology Department, but that any such revocation shall not affect disclosures made prior to the receipt of any such written revocation.

_____	_____	_____
First name	Last name	Banner ID Number
_____	_____	_____
Signature		Date

Once you have completed this form, please return it to either a faculty member in the Department of Psychology or to the department's Administrative Support Associate. Please note that you will need to bring photo identification with you when you submit this form.