



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

Authorization to Release FERPA Protected Information

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

Federal law prohibits EMU from discussing information with anyone other than the student, unless authorized in writing by the student. This is effective until the cancellation of release has been requested by the student. Please submit form to Service EMU, 268 Student Center.

Section I – STUDENT INFORMATION

Student's Name _____

E- Number _____ or SS # (last 4 digits) _____

Section II – AUTHORIZATION INFORMATION *(Please complete section I also)*

I authorize only the person or persons listed below to receive information

I Name _____ Relationship _____ SS# (last 4 digits) _____

E-Mail Address _____

II Name _____ Relationship _____ SS# (last 4 digits) _____

E-Mail Address _____

I authorize EMU to release the following information (Check all that apply)

- Academic Information: (including but not limited to) Grades, Enrollment Level, Course Selection, Attendance
- Financial Aid Information: Satisfactory Academic Progress, Grade Point Average, FAFSA (Free Application for Federal Student Aid) Information, Award Amounts
- Student Account Information: Account Balances, Account Charges, Billing, Payments

Section III – CANCELLATION OF RELEASE *(Please complete section I also)*

I request the person or persons' authorization listed below to be cancelled

I Name _____ Relationship _____

II Name _____ Relationship _____

I request the cancellation of the release of the following information (Check all that apply)

- Academic Information: (including but not limited to) Grades, Enrollment Level, Course Selection, Attendance
- Financial Aid Information: Satisfactory Academic Progress, Grade Point Average, FAFSA (Free Application for Federal Student Aid) Information, Award Amounts
- Student Account Information: Account Balances, Account Charges, Billing, Payments

Student's Signature _____ Date _____

For office use only:

Receiving Office _____ Processed by _____ Date _____