

# EASTERN MICHIGAN UNIVERSITY

## AUTHORIZATION TO RELEASE FERPA PROTECTED INFORMATION

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 either Service EMU (McKenny Hall or the 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 \_\_\_\_\_

*Revised 3/29/16*