

Southern Oregon University
Business Services Office
Permission for Release of Confidential Information

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.c. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records.

Information contained in the SOU Revolving Charge Account, including conversations with students and families, is confidential and will not be released to the public.

However, FERPA allows schools to disclose information from a student's education records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

In addition, schools may disclose, without consent, "directory" information such as: a student's name and address, telephone number, date and place of birth, honors and awards, and dates of attendance; (you may opt to keep confidential all directory information; contact the Office of the Dean of Student Affairs).

Complete this form if you (the student) wish to authorize the release of education records to specified individuals or agencies. This authorization may be rescinded by the student via a written statement at any time.

I authorize the Business Services Office at Southern Oregon University to release or discuss any of the information in my Revolving Charge Account with the person or agency listed below. This release will be active until rescinded by me via written statement.

Name of individual or Agency _____

Address _____

Phone Number _____ Cell Phone _____ Relationship to Student _____

Print Student Name _____ DOB _____ ID# _____

Student's Signature _____ Date _____

Additional information about FERPA is available at <http://www.ed.gov/policy/gen/guid/ferpa/index.html>