Baylor University
OFFICE OF THE REGISTRAR
Registrar@baylor.edu
Phone (254) 710-1181

FERPA Disclosure Consent Form

To release Academic Records
(Grades/GPA, Registration, Transcripts, Advising, etc.)
Please note: Such information cannot be released over the phone.

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the privacy of students' educational records and to establish the rights of students to inspect and review their educational records. In accordance with FERPA, as a general rule written consent of the student must be obtained before the institution may disclose the student's educational records to a third party.

****Typically this form must be completed and submitted in-person to the Office of the Registrar****
However, to accommodate remote form submission during COVID-19 we are temporarily accepting completed FERPA Disclosure Consent Forms directly from students via a Baylor email account.

ALL sections must be completed.

*Name: _____ *Baylor ID #: _____
Last First Middle

Section A. Person(s) to whom access to education records may be provided

_____ _____
Name(s) of person to whom access may be provided Relationship to student

Section B. Duration of Release

This authorization expires on: _____
MM/DD/YYYY

Section C. Purpose of Release (check one)

- ◯ Family Communication
- ◯ Employment
- ◯ Other (please specify): _____

Section D. Written Consent

This written consent is valid from the date of execution and through the time period(s) indicated above unless the student provides written notice withdrawing his or her consent to the Office of the Registrar.

By signing this form, I authorize Baylor University to release and disclose information from my educational records as specified.

***Student's Signature:** _____ ***Date:** _____
physical signature required

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