

**FERPA RELEASE FORM**

- Complete and submit form to [lawregistrar@udmercy.edu](mailto:lawregistrar@udmercy.edu)
- Processing requires 2 business days
- Students may choose to complete and submit this form to the Law School's Office of the Registrar to allow access or release of their educational record
- Signature (not electronic) is required for processing

The Family Educational Rights and Privacy Act (FERPA) establishes certain rights for students regarding the privacy of their educational record. While parents/guardians/spouses/ and others may have an interest in the student's record, access to or release of the educational record is only by written student consent.

			<b>T</b>
<b>Name</b>		<b>Student ID Number</b>	
<b>Address</b>			
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone Number</b>
<b>Email</b>	<b>Birthdate</b>	<b>First Term Attended or Graduation Date</b>	

**ACADEMIC RECORD (please check all that apply):**

- ☐ Dates of Attendance
- ☐ Cumulative Grade Point Average and Class Rank
- ☐ Academic Standing
- ☐ Disciplinary Matters on File
- ☐ Other: \_\_\_\_\_

**PERSONS TO WHOM INFORMATION MAY BE RELEASED:**

<b>Name Person or Organization (if applicable)</b>			
<b>Address</b>			<b>City</b>
<b>State</b>	<b>Zip</b>	<b>Phone Number</b>	<b>Email</b>

**PLEASE NOTE:**

Information will be provided in written format; no information will be released over the phone.

By completing, signing, and turning this form in to the Law School's Office of the Registrar, I authorize the University of Detroit Mercy School of Law to release the specified educational records upon written request.

In addition, I acknowledge by my signature that I understand although I am not required to release my records, I am giving my consent to release the information.

<b>Student/Alumnus Signature (required for processing)</b>	<b>Date</b>
--	-------------

**For office use only**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Denied by: \_\_\_\_\_ Date: \_\_\_\_\_

Student Notified: ☐ Yes ☐ No