



Authorization to Release Student Information

DIRECTIONS

In compliance with the federal Family Educational Rights and Privacy Act of 1974 (FERPA), Midwestern State University is prohibited from providing certain information from a student’s educational record to a third party, such as information on grades, billing, tuition and fees, financial aid, discipline, housing assignments, and other information. This restriction applies, but is not limited, to parents, spouses, agencies, and sponsors (also known as ‘third parties’). Students may, at their discretion, grant permission for university officials to release specified information from the educational record to a third party by completing an Authorization to Release Student Information form. **Students must complete a separate form for each third party to whom access is being granted.** Student information will be made available to the third party only if requested by the student; the university does not automatically send information to a third party. *This form does not authorize any third party to access a student’s WebWorld/Portal account.*

Please complete all applicable information below and submit your completed form to the Office of Student Affairs (located in the Clark Student Center, Room 104). Please note the Authorization to Release Student Information has no expiration date; however, you may rescind your authorization at any time by a signed written request to the Office of Student Affairs.

SECTION A: Student Information <i>(please print)</i>		
<i>Name (first, middle initial, last)</i>	<i>"M"ustangs ID#</i>	<i>Phone Number</i>
<i>Mailing Address (street or PO box, apartment number, city, state, and ZIP code)</i>		<i>Email Address</i>

SECTION B: Information to be Released <i>(check the boxes below to specify which information is to be released to the third party; some examples are provided)</i>	
<input type="checkbox"/>	<i>Office of the Registrar (grades, G.P.A., schedule, credit hours, academic transcript, ID number, Veteran’s benefits, etc.)</i>
<input type="checkbox"/>	<i>Business Office (student account information, balance, billing, charges, credits, payments, collection activity, etc.)</i>
<input type="checkbox"/>	<i>Financial Aid (FAFSA, loans, grants, scholarships, disbursements, eligibility, status, satisfactory progress, etc.)</i>
<input type="checkbox"/>	<i>Student Conduct (code of conduct violations, academic misconduct, etc.)</i>
<input type="checkbox"/>	<i>Housing (room assignment, housing account, meal plan, housing conduct violations, etc.)</i>

SECTION C: Third Party Designee <i>(please print)</i>		
<i>Name (first, middle initial, last)</i>	<i>Relation to Student</i>	<i>Phone Number</i>
<i>Mailing Address (street or PO box, apartment number, city, state, and ZIP code)</i>		<i>Email Address</i>
<i>Signature of Designee (required only for permission to request academic information on behalf of student)</i>		

SECTION D: Certification	
<i>I authorize the above third party, named in Section C, to access the above indicated information. This authorization does not permit the authorized third party to make any changes to my student information/records. I understand this authorization will remain in effect from the date of my signature until revoked by me, in writing, to the Office of Student Affairs.</i>	
<i>Student's Signature</i>	<i>Date</i>

Deliver in Person To:
Office of Student Affairs
Clark Student Center, Room 104

Mail or Fax To:
Office of Student Affairs
Midwestern State University
3410 Taft Boulevard
Wichita Falls, TX 76308
Fax: (940) 397-7904

<i>If the student does not deliver this form in person, this section must be completed by a Notary Public.</i>		
<i>Notary Public (Name)</i>		<i>Official Notary Seal</i>
<i>State of</i>	<i>County of</i>	
<i>My Commission Expires</i>	<i>Today's Date</i>	

Official Use Only: Date Received: _____ Staff Member: _____
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