



OFFICE OF THE REGISTRAR  
601 S. Church Street  
Winston-Salem, NC 27101  
336/721-2670 (fax) 336/917-5800

## **Student Authorization to Release Education Record**

Family Educational Rights and Privacy Act (FERPA) protects the privacy of student education records. In compliance with FERPA, Salem College is prohibited from providing certain information from your student education records (such as information on grades, GPA, registration, and/or academic progress) to a third party without your prior written consent. This restriction applies, but is not limited, to parent(s)/legal guardian(s), spouse/partner, or sponsor.

You may, at your discretion, grant Salem College permission to release information about your education record to a third party by submitting this form. If you do not complete this form, we will not release any education information, other than directory information, to any third party. The information will be made available only if requested by the authorized third party. The College does not automatically send information to a third party. You may revoke your authorization at any time by sending a written request to the Registrar's Office. Submit your completed form to the Registrar's Office at [registrar@salem.edu](mailto:registrar@salem.edu).

Note: For the third-party designee you name on this form, this release overrides all FERPA directory suppression information that you have requested on your record.

### A. Student Information

Name (Last, First, Middle Initial)

Student ID

### B. Third-Party Designee(s)

1.

Name (Last, First, Middle Initial)

SSN (Last 4 Digits)

Current Address (Street/PO, Apt, City, State & ZIP)

Phone

Relation to Student

Date of Birth

2.

Name (Last, First, Middle Initial)

SSN (Last 4 Digits)

Current Address (Street/PO, Apt, City, State & ZIP)

Phone

Relation to Student

Date of Birth

### C. Certification

Student Signature

Date