



Re: Kean University Student Educational Records Release Form

Dear Student,

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

In order for your Student Educational Records Release Form to be processed correctly, please be sure to complete the following steps:

1. After obtaining the Student Educational Records Release Form, fill out the form **legibly and completely**.
2. Take your completed form along with photo identification to a notary public and have your form stamped, sealed, signed and dated.
3. Return the form to the Office of the Vice President for Student Affairs:

Ms. Janice Murray-Laury
Vice President for Student Affairs
Kean University
1000 Morris Avenue
Kean Hall, 124
Union, NJ 07083

Once these steps have been completed and the form is received by our office, the following procedure will take place:

1. The form will be copied and initialed by an employee in the office and a copy will be returned to you. (The original form will be kept on record in our office)
2. Additional copies will be made and distributed to the relevant offices on campus. The offices you authorize to share information with your parent(s)/guardian(s) will be notified. Please allow up to two business days for this process.
 - Financial Records→ Student Financial Services (3rd floor Administration)
 - Health Records→ Health Services (Downs Hall, Room 126)
 - Mental Health Records→ Counseling Center (Downs Hall, Room 127)
 - Residence Life Records→ Office of Residence Life (Whiteman, Room 8)
 - Semester Grade Reports/Academic Records→ Registrar (1st floor Administration)
 - Student Conduct Records→ Office of Student Conduct (University Center, Room 315)
 - Student Life/Campus Activities→ Vice President for Student Affairs (Kean Hall, 124)
3. Your information will then be able to be released to the authorized individuals.

OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS



KEAN UNIVERSITY
STUDENT EDUCATIONAL RECORDS RELEASE FORM

I (print name) _____ hereby grant permission for the following educational records to be reviewed by the individual(s) listed below:

• **Educational Records:**

- | | |
|--|---|
| <input type="checkbox"/> Academic Records | <input type="checkbox"/> Residence Life Records |
| <input type="checkbox"/> Financial Records | <input type="checkbox"/> Semester Grade Reports |
| <input type="checkbox"/> Health Records | <input type="checkbox"/> Student Conduct Records |
| <input type="checkbox"/> Mental Health Records | <input type="checkbox"/> Student Life/Campus Activities |

• **Authorized Individuals:**

Name: (1) _____ Date of Birth: _____

(2) _____ Date of Birth: _____

Relationship:

Parent(s):

Guardian:

Other: (Please explain) _____ (1) _____

Address: _____ (2) _____

Student's Signature: _____

Student ID Number: _____

Date: _____

*Please note that this authorization will remain in effect unless you provide written documentation authorizing the cancellation of this release.

Notary Seal and Date:

Return to: Ms. Janice Murray-Laury
Vice President for Student Affairs
Kean University
Kean Hall 124
1000 Morris Avenue
Union, NJ 07083
