

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Under the terms of the Family Educational Rights and Privacy Act (FERPA), West Virginia State University (WVSU) has established the following as directory information. We may release this information to those requesting it unless the student specifically requests otherwise.

- Student name, campus address, and campus phone
- Permanent address, phone, and email
- Parents' names, hometown, and high school
- Dates of attendance, full/part-time status
- Honors, awards, special recognition, major, and degree(s) received
- Classification (e.g., freshman, sophomore, junior, or senior)
- Activities, photographs, and sports participation including height and weight of team members

A student may request nondisclosure of directory information in Registration and Records located at 128 Ferrell Hall. WVSU will not release any other information (e.g., grades, social security number, ethnicity, schedules, etc.) without the written consent of the student. WVSU will not provide any information over the phone.

Students may choose to complete and submit a FERPA Release Form

The FERPA Release Form allows specific persons (e.g., parents, guardians, spouse, etc.) access to the student's educational records (e.g., academic, accounting, financial aid information, etc.).

The student may print a copy of the FERPA Release Form from the WVSU website or obtain a copy from Registration and Records located at 128 Ferrell Hall. Please submit the completed form to Registration and Records along with a copy of your photo ID. The student may cancel the release at any time by submitting another FERPA Release Form to Registration and Records. For questions, please call (304) 766-4146.



WEST VIRGINIA STATE UNIVERSITY

Find *Your* Passion.

Please return the completed form to:
Registration and Records
128 Ferrell Hall, P.O. Box 1000, Institute, WV
25112

FERPA RELEASE FORM

Photo ID Required

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. Students may choose to complete and submit this FERPA Release Form to Registration and Records to allow access or release of personal student records.

Student Information:

_____	_____	_____
First	Last	A#
_____	_____	_____
Phone	Email	Date of Birth

Please check the type(s) of information to release:

Check	Type	Description
<input type="checkbox"/>	All Records	All records listed below.
<input type="checkbox"/>	Accounting	Includes but not limited to tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections and debt information.
<input type="checkbox"/>	Disability Services	Includes but not limited to intake, psychological history, treatment synopsis, psychological evaluation, attendance report, and any other information pertinent for services rendered.
<input type="checkbox"/>	Financial Aid	Includes but not limited to satisfactory academic progress, GPA, FAFSA information and award amounts.
<input type="checkbox"/>	Registration	Includes but not limited to current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended, student directory, and mailing address information.
<input type="checkbox"/>	Registration	Includes but not limited to courses taken, grades received, GPA, academic progress, honors, transfer credit awarded, and degrees earned.
<input type="checkbox"/>	Cancel	By checking this box, you cancel any previous FERPA release requests.

Please provide contact information for all individuals that you wish to grant access to the above records.

First	Last	Phone	Relationship
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

This FERPA Release Form is valid until canceled. The student may cancel this release at any time by submitting another FERPA Release Form to Registration and Records.

_____	_____
Student	Date

For Office Use Only

Photo ID Type: _____	Verified By: _____	Date: _____
-----------------------------	---------------------------	--------------------