



CONSENT TO DISCLOSE STUDENT RECORDS

I, _____, authorize Baptist University of the Americas to release information to the individual(s) i.e. parents and/or organization(s) i.e. scholarship applications, employer or other sources, etc. listed below. I realize that this form remains in effect until I provide written notification to revoke the consent privilege of the offices/departments listed. Note: The letter to revoke consent privileges must be submitted to the Registrar's Office.

Student Name: _____
Please Print LAST NAME FIRST NAME MIDDLE NAME

Student Telephone Number :(____) _____ Student Email: _____

TYPES OF EDUCATION INFORMATION TO RELEASE:

PLEASE CHECK ALL THAT APPLY:

- All Records - All records listed below. If selected, no other choices below are needed.
- Accounting – Includes tuition and fee balances, financial holds, mailing and billing address, payment plans accounting statement, collections and debt information.
- Registration – Includes current enrollment, dates of enrollment activity, enrollment status, semesters attended and mailing address information.
- Academic records – Includes courses taken, grades received, GPA, academic progress, honors, transfer credit awarded and degree (s) awarded.
- Financial Aid – Includes all general financial aid information
- Admissions – Includes dates of application, programs selected, and documents received, documents pending, dates of admission, admission status and conditions of admission.
- Directory Information – Includes public information made public for internal purposes.
- Promotion/Media – Includes photos or videos of yourself for promotional purposes.

INDIVIDUAL(S) TO RELEASE INFORMATION TO:

P = Parent S= Spouse G= Guardian O = Other

Name of individual(s):	Circle the one that applies
_____	P S G O
_____	P S G O
_____	P S G O
_____	P S G O

Student's Signature: _____ Date: _____

FERPA

The Family Educational Rights and Privacy Act (FERPA) deals specifically with the education records of students, affording them certain rights with respect to those records. For purposes of definition, education records are those records which are:

- 1) Directly related to a student and
- 2) Maintained by an institution or a party acting for the institution

The Family Educational Rights and Privacy Act of 1974 (FERPA), initially called the Buckley Amendment, allows students at an institution of higher education to control outside access to their educational records, including requests for information from their parents, guardians, or others designated by the students.

FERPA gives students who reach the age of 18, or who attend a postsecondary institution, the right to inspect and review their own education records. Furthermore, students have the rights including the right to request amendment of records and to have some control over the disclosure of personally identifiable information from these records.

FERPA applies to all educational agencies and institutions that receive funding under most programs administered by the Secretary of Education (34 C.F.R. 99.1). Almost all postsecondary institutions, both public and private, generally receive such funding and must, therefore, comply with FERPA.

Under FERPA, students are given three primary rights. They have the right to: inspect and review their education records; have some control over the disclosure of information from their education records; and seek to amend incorrect education records.

Baptist University of the Americas may release certain directory information to the public on a routine basis unless the student requests, in writing, or by signing this form, that BUA not release it. Requests for non-disclosure remain in effect until a subsequent written request to release directory information is received or a new Consent to Disclose Student Information form is signed.

Revised April 19, 2012