



Request to Revoke Release Authorization

In compliance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99) (FERPA), San Ignacio University (SIU) must obtain written consent before disclosing non-directory information from student records to a third party. Students may, at their discretion, grant SIU permission to release information from their student records to a third party by submitting a completed *Student Information Release Authorization* form.

This form revokes the release of non-directory information from a student's education record that was previously authorized with a completed Student Information Release Authorization form.

Additional information pertaining to FERPA is located on the University website.

Name _____ SIUID# _____
Phone # _____ Email Address _____

FERPA Notice

The Family Education Rights and privacy Act of 1974 (FERPA), allows students at an institution of higher education to control outside access to their education records, including requests for information from their parents, guardians, or others as designated by the student. Without a student's consent, the university may not disclose information from a student's education records to outside third parties. However, students can also provide a standing release allowing SIU to disclose information to others. To do so, the following declaration must be completed:

I, the above-named student, declare that San Ignacio University should revoke the Student Authorization to Release Education Records form.

Former Designee: _____

I understand that if I want to designate another individual or change the access level of the above designee, I must complete a new Student Authorization to Release Education Records form.

Student's signature: _____ Date: _____

Please return this form to the registrar's office.

Office of the registrar	Date Processed:	Processed by:
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