

Oregon State University
College of Forestry
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CONSENT FOR STUDENT RELEASE OF INFORMATION

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law designed to protect the privacy of a student's educational records. Educational records include but are not limited to, admissions information for students who are accepted and enrolled, grades, test scores, evaluations, courses taken and official communications regarding a student's status, disciplinary records, course work including papers and exams, class schedules, as well as written, email or recorded conversations.

I hereby grant the OSU's College of Forestry permission to release information regarding my educational records to parties outside the university in accordance with the specifications I have indicated below.

I understand this consent for release will remain in effect **only** for this current academic school year. **(Students wishing to rescind this release may do so by submitting written notification.)**

Please check the appropriate release, provide any additional information, and sign below.

Release to Third Parties:

___ **General:** I give my consent to release **any** information regarding my student file to the following parties:

___ **Specific:** I give my consent to release **only** the information that has been **checked below** regarding my student file to the following parties:

___ **Class Schedule**
___ **Grades**
___ **Results of Reinstatement hearing**
___ **Transcripts**

___ **Work Experience Evaluations**
___ **Degree Checklist Sheets**
___ **Letters of Recommendation**
___ **Other:** _____

Specify material

Student Signature

Print Full Legal Name

Student OSU ID Number

Date

Federal Educational Rights Protection Act (FERPA)

Release of student records at Oregon State University is bound by the federal law (FERPA), the Oregon Revised Statutes, and by the Oregon Administrative Rules. The following steps provide a simple means to determine what information may be released. Release of any information other than that listed in Step 3 may have serious legal implications. If you receive a request for information other than what is covered in these steps, refer the inquirer to the Registrar's Office. Refer **ALL** inquiries under the USA PATRIOT Act to the Registrar's Office.

All access and use at Oregon State University of the Social Security Number is prohibited except for meeting federal or state requirements, compliance and reporting.

If the student's records are NOT confidential, then determine what information about the student is being requested. Oregon State University will provide **only** the following **directory information** to all inquiries without students' written consent: (Effective January 1, 2005.)

- Student's name
- Current mailing address and telephone number
- E-mail address (only the **ONID** address; other e-mail addresses are not directory information)
- Campus office address
- Class standing (freshman, sophomore, etc.)
- Month and day (NOT year) of birth
- Major field of study
- Full-time or part-time enrollment status
- Status as a graduate teaching assistant or graduate research assistant and hours of service
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Date(s) of degree(s)
- Most recent previous educational institution attended

If anything other than the above information is requested the request should be denied. **Refer all inquiries from law enforcement officials directly to the Registrar's Office.** If there are other unusual and extraordinary circumstances, refer the request to:

**Registrar's Office
102 Kerr Administration Building
541-737-4048**

NO information may be released about students who have established confidentiality of their records.