

**FERPA GENERAL DISCLOSURE CONSENT FORM**

**Baylor University**

The Family Educational Rights and Privacy Act of 1974 (FERPA) was designed to protect the privacy of students' educational records and to establish the rights of students to inspect and review their educational records. In accordance with FERPA, as a general rule the prior written consent of the student must be obtained before the school may disclose the student's educational records to a third party.

**ATTENTION BAYLOR OFFICIALS: This consent is not valid unless: (1) the educational records are identified; (2) the person to whom disclosure is to be made is identified; (3) the purpose of the disclosure is listed; and (4) the form is signed and dated by the student. A copy of this consent must be kept with the student's records. In addition, certain Baylor University offices (i.e., Judicial Affairs and the Student Health Center) have different procedures for the release of student records. Students wishing to release records maintained by those offices must contact those offices directly.**

I hereby consent to disclosure of these records [please initial the blank beside the categories of the documents which you wish to have disclosed] **for the time period indicated:**

**ACADEMIC RECORDS** (transcripts, grades, or any information that is on file)

Baylor can share this information with \_\_\_\_\_  
\_\_\_\_\_ (insert person/s or business)  
Baylor can share this information through effective date of \_\_\_\_\_  
Baylor can share this information for the purpose(s) of \_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC ADVISEMENT RECORDS**

Baylor can share this information with \_\_\_\_\_  
\_\_\_\_\_ (insert person/s or business)  
Baylor can share this information through effective date of \_\_\_\_\_  
Baylor can share this information for the purpose(s) of \_\_\_\_\_  
\_\_\_\_\_

**ACCOUNTING RECORDS**

Baylor can share this information with \_\_\_\_\_  
\_\_\_\_\_ (insert person/s or business)  
Baylor can share this information through effective date of \_\_\_\_\_  
Baylor can share this information for the purpose(s) of \_\_\_\_\_  
\_\_\_\_\_

**FINANCIAL AID RECORDS**

Baylor can share this information with \_\_\_\_\_  
\_\_\_\_\_ (insert person/s or business)  
Baylor can share this information through effective date of \_\_\_\_\_  
Baylor can share this information for the purpose(s) of \_\_\_\_\_  
\_\_\_\_\_

This written consent is valid from the date of execution **and through the time period(s) indicated above** unless student provides written notice withdrawing his or her consent to the Registrar's Office.

\_\_\_\_\_  
Student's Signature Date Signed

\_\_\_\_\_  
Student's BU Identification Number

\_\_\_\_\_  
Student's Name Printed