

UNIVERSITY OF MISSOURI-COLUMBIA NON-DIRECTORY INFORMATION RELEASE FORM

- In accordance with the Family Educational Rights and Privacy Act (FERPA) and University of Missouri Collected Rules, this form allows students to grant parents, guardians, spouse, and/or others access to their educational records maintained by the Office of the University Registrar, Cashier's Office and the Financial Aid Office. Other student records maintained by other entities on the University of Missouri-Columbia campus may also be covered by this form. If you have questions, contact the appropriate unit.
- Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. University individuals may choose to not release information without obtaining specific student permission. Release of information is not required by law.
- Release allows **verbal** access only. Student's signature will be necessary for any written or printed documentation such as grades.
- All permissions granted will stay in effect until revoked in writing by the student. Please return this form to the Office of the University Registrar-Registration, 125 Jesse Hall.
- Directory information is considered public and will be released upon request.
- SEE BACK PAGE FOR DEFINITIONS OF DIRECTORY INFORMATION, FERPA, EDUCATIONAL RECORDS, AND PUBLIC RECORDS.

I give permission for the following person(s) to have access to my academic records. Please indicate your current preference for each category every time a change is made to add or restrict information.

PLEASE PRINT CLEARLY

(P = Parent, G = Guardian, S = Spouse, O = Other)

<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel release	Name	Relationship: P G S O (Circle One)
<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel release	Name	Relationship: P G S O (Circle One)
<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel release	Name	Relationship: P G S O (Circle One)
<input type="checkbox"/> Release to	<input type="checkbox"/> Cancel release	Name	Relationship: P G S O (Circle One)

Print Full Name	Student ID	Birth Date
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Student Signature	Date
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Please return this form to 125 Jesse Hall

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personally identifiable information contained in such records (other than directory information) without the written consent of the student or as specified by other exceptions such as subpoenas and court orders. Please see these web sites for full explanation and regulatory exceptions:

http://registrar.missouri.edu/Policies_Rules_and_Regulations/ferpa.htm

<http://www.umssystem.edu/ums/departments/gc/rules/information/180/020.shtml>

WHY SHOULD I SIGN THIS FORM?

If you sign this form, the person you have given access to will be able to discuss your records or student accounts with representatives of the University Registrar, Cashier's and Financial Aid offices without providing your written consent each time.

DOES EVERYONE NEED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside the university access to their educational records. (See Directory Information below.)

CAN I CHANGE MY MIND?

Yes. If you decide that you no longer want others to have access to your records just fill out a new form and cancel the release.

WHAT TYPES OF INFORMATION WILL BE RELEASED TO THE DESIGNATED PARTIES IF I SIGN THIS RELEASE?

Students may not select subsections of academic records to be released. In other words, a student may not give a parent access to billing information, but not to grades. Generally, this release will cover all non-directory information; however, some information such as disciplinary actions may require additional permission from the student in a written format. University individuals may choose to not release information without obtaining specific student permission. Release of information is not required by law.

WHAT DOES THE UNIVERSITY CONSIDER DIRECTORY INFORMATION?

Directory information may be given out *without* the student's written consent. The University of Missouri defines directory information as a student's name, address, telephone listing, e-mail address, major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, student level, enrollment status in any past or present semester (i.e., full/part-time), and the most recent education agency or institution attended. This information may be released to anyone, unless restricted by written authorization of the student. Contact staff in the Office of the University Registrar if you wish to restrict this information.