



Office of the Registrar

FERPA Waiver Form

Permission for Access to Non-Directory Information

The Family Educational Rights & Privacy Act (FERPA) of 1974 establishes certain rights for students regarding the privacy of their educational records. Completion of this release allows Wittenberg University officials to disclose information concerning a University record that is protected by this Act. It should be noted that there are many scenarios where a student's record can be disclosed without the student's permission or request. These exceptions can be found within the legislation itself at ed.gov.

I _____ give permission for the following person(s) to have access to my educational record. I understand that Wittenberg University will not be able to release my information without password verification. **If I want to change these preferences, I will need to fill out a new form to cancel or add access for individuals.**

My personal password to verify my identity when contacting Wittenberg University is below.

Student's Initials: _____

Password: _____

Permission to release to:

Name: _____

Relationship: _____

Password: _____

Permission to release to:

Name: _____

Relationship: _____

Password: _____

Permission to release to:

Name: _____

Relationship: _____

Password: _____

Name: _____
Last First MI ID#

Email: _____ Phone #: _____

Student's Signature: _____

To be completed by Wittenberg University Staff &/or Office of the Registrar only

Form submitted to: _____

Date: _____

Processed by: _____

Date: _____

WHAT IS FERPA?

The Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) prohibits access to, or release of, educational records or personal identifiable information contained in such records (other than directory information) without the written consent of the student. Please see FERPA information at <https://www.wittenberg.edu/about/ferpa-family-educational-rights-and-privacy-act>. Disclosure regulations can be found at ed.gov and are expanded beyond dependency for alcohol and drug related offenses. The University reserves the right to contact parents and share information within the regulations indicated in FERPA regardless of the student's release.

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 Registrar, Student Development, Business Office and Financial Aid Office without providing your written consent each time.

IS EVERYONE REQUIRED TO SIGN THIS FORM?

No. Students should only sign this form if they want to give someone outside of the university to 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 remove their name from the list of individuals. This will cancel their access. Forms are available in the Office of the Registrar, Recitation Hall, 1st Floor, Student Services Office.

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

Records such as financial aid files, advisement files, disciplinary records, admission files, and academic records, may be released upon request by designated parties. Please note that by signing this form, Wittenberg University is not compelled to release information to the designated parties.

WHAT IS DIRECTORY INFORMATION AT WITTENBERG?

Directory information can be given out without the student's written consent. The following information is considered to be directory information by Wittenberg and, therefore, information that is generally not considered harmful or an invasion of privacy: Name enrollment status, date of graduation, degree awarded, address/telephone number, email address, major field of study, participation in officially recognized activities and sports, dates of attendance and awards received. Only legitimate requests of directory information will be honored (dean's list announcements, commencement booklet, honor society requests, etc.)

Note: If directory information has been restricted, then no information will be released even to parties designated on the front of this form.

STILL HAVE QUESTIONS?

Call the Office of the Registrar 937-327-6131 or email registrar@wittenberg.edu.